Title: Senior Business Office Specialist - Accounting

Department: Administration

FLSA Status: Exempt

Reports to: Assistant Director of Finance/Chief Procurement Officer (CPO)

Purpose: The Senior Business Office Specialist supervises the staff who are responsible for accounts receivable & accounts payable; doing so in a way that centers on a team approach to financial functions while also promoting efficiency and exemplary customer service. The Specialist will also provide hands-on support to the Assistant Director of Finance in the interest of managing the day to day operations of the organization which includes performing and overseeing a variety of accounting functions.

Essential Functions:
- Supervise AR & AP staff, provide guidance/answer questions while coordinating accounting activities
- Co-lead planning and implementation of projects
- Benefits Liaison with Human Resources, which may include assisting with open enrollment
- Facilitate the processing of journal entries
- Support security system maintenance for CES’s financial software
- Conducts monthly reconciliations of all employee benefits to ensure timely execution of adjustments and premium collection
- Produce reports and filings, including ACA reports

Additional Responsibilities:
- Provide back-up support for processing payroll
- Ad Hoc financial analysis and reporting to support key financial decisions
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions
- Upload files to the IRS
- Participate in agency initiatives, including, but not limited to Social Justice & Equity, Work-Groups and Strategic Planning
- Other duties as assigned by Assistant Director of Finance

Minimum Qualifications:
- Bachelor’s degree in accounting or finance
- A minimum of three years accounting experience, including AP, AR and Payroll as well as the direct supervision of the staff who handle those functions.
- Demonstrated ability to work effectively with senior leadership and as part of a team
- Ability to express ideas clearly and concisely in written and oral communication
● Ability to problem solve, including identifying the issue, collecting data, establishing facts and drawing valid conclusions
● Demonstrated ability to prioritize work, which often includes competing and equally important, time-sensitive demands
● Proven track record of being detail oriented, inquisitive and collaborative

Preferred Qualifications:
● Master’s, CPA or other relevant professional certification
● Knowledge of governmental accounting requirements
● Tyler Technologies - Infinite Visions software experience
● 1099, HIRD, and ACA Reporting experience
● Strong organizational and analytical skills with attention to detail
● Experience implementing enterprise wide financial software a plus
● Skilled in use of Microsoft Excel software and financial systems
● Skilled in the use of the following Google Apps: Mail, Drive, Docs, Sheets and Calendar
● Experience in forensic accounting

Physical Demands:
● Ability to multitask, prioritize work, focus on details and respond to demanding job duties with a positive mindset
● Ability to operate a computer keyboard and other office equipment
● Able to view and work on a computer for long periods of time
● Must be able to communicate and converse effectively in real time with persons from multiple backgrounds and cultures, which may include providing training and/or technical support
● May occasionally need to lift and/or move packages up to 25 lbs
● Occasional travel required
● Requires the ability to effectively handle job stress in the performance of duties
● Requires the ability to sit and stand for periods of time

Work Conditions:
● Requires working a flexible schedule during peak times of the year, including but not limited to the start and end of the fiscal year (June/July) and start of the school year (August/September)
● Ability to work with diverse personalities
● Ability to maintain strict confidentiality
● Skilled in working both independently and collaboratively
● Ability to work productively with frequent interruptions, distractions and competing demands
● Ability to work remote if necessary
● Ability to work in an open space with others
● Employees expected to follow CES Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards.
● Required annual training
Terms of Employment:

- Full time, year-round position
- 35 hours/week, Monday-Friday, additional hours as necessary
- Position is eligible for employer subsidized health, dental, life and LTD insurances, as well as other benefits described in the CES employee handbook

CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse student population we serve.