

JOB DESCRIPTION

Title: Business Coordinator

FLSA Status: Non-Exempt

Reports to: People Relations & Operations Director

Date: May 2019

POSITION SUMMARY:

Under general supervision, the Business Coordinator will be responsible for the timely processing, compiling, and maintained of accounts payable records. Provides support to staff on financial-related topics, including around budgets, cash collection, and invoice approval. Oversee all aspects of meal services, including cafeteria personnel, meal equipment and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities may include, but are not limited to the following:

Accounts Payable:

- Purchase orders
- Work with EdTec to process all accounts payable, cash handling, credit card, and financial processes
- Reconciles processed work by verifying entries and comparing system reports to balances
- Pays vendors by monitoring discounts opportunities; verifying federal ID numbers; scheduling and preparing checks; resolving for outstanding memos; issuing stop-payment or purchase order amendments
- Process all purchases request
- Collect weekly deposits
- Deposit all monetary funds on a weekly/bi-weekly basis at the bank
- Process all bank deposits via EdTec
- Purchase monthly VTA passes for students
- Responsible for procurement of supplies, material, equipment, and inventory management
- Assists in administrative preparation for board meeting including coordinating logistics, posting agenda, serving as the record secretary, taking minutes, etc.
- Promotes the school through positive relations with community, businesses parents and students
- Support in the production and/or produce reports as needed by the school administration team.
- Manages and reconcile school's credit card expenses and manual checks
- Tracks individual donations and acknowledgement letters

Food Service:

- Manages and monitor school meal programs including cafeteria personnel
- Manages free/reduced-price lunch application process, including monthly federal meal reimbursements.
- Meal requirement and reporting
- Provides support in resolving any issues related to meal service
- Work in collaboration accuracy of state lunch verification and lunch reimbursement claim

REQUIRED EDUCATION, EXPERIENCE, AND TRAINING:

- Bachelor's (BA/BS) from an accredited college in Accounting, Finance, or Business Administration
- Minimum of three (3) years of professional work experience in Accounts Payable or general accounting experience
- Strong written, verbal and management skills
- Ability to plan and successfully organize assignments and projects; ability to work independently and effectively in a team environment
- Ability to maintain complete confidentiality of all administrative information and data protection

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Tracking budget expenses
- Attention to detail
- Accounting vendor relationship
- Data entry skills
- General math skills
- Experience with accounts payable

PHYSICAL DEMANDS:

Work is performed while standing, sitting, and/or walking. Requires the ability to communicate effectively using speech, vision, and hearing. The use of hands for simple grasping and fine manipulations; bending, squatting, crawling, climbing, reaching. The ability to lift, carry, push or pull light weights, up to 40 pounds.

WORK ENVIRONMENT:

Work is typically performed in a normal office environment working with a variety of people. Work environment is often noisy and crowded with students and staff. Occasional local travel and evening hours expected

BENEFITS OFFERED:

- Holiday and school paid time off
- Medical, Dental, and Vision Insurance
- Life Insurance
- Supplemental Life Insurance
- Flexible Spending Account
- Employee Assistance Program
- Retirement with 100% company match
- Vacation time off
- Sick time off
- Free childcare
- Professional Development opportunities

Right to Revise:

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.