



CERTIFICATED VACANCY ANNOUNCEMENT

Title: **Business Specialist**
FLSA Status: **Nonexempt**
Reports to: **Business Manager**
Supervises: **None**
Date: **November 2024**
Location: **149 N. White Rd, San Jose, CA 95127**

ABOUT ESCUELA POPULAR: Escuela Popular (EP) is a community-based charter school dedicated to addressing the needs of English learners and immigrant families. Located in East San Jose, Escuela Popular has delivered exceptional public education, integrating innovative and bilingual programs for all family members since 1986. EP's family learning center operates four academies: Early Childhood Education, TK-8th grade Dual Language Academy, 9-12th Grade Youth Academy, and 9-12th Grade Adult Academy. The school's operating hours are from 7 AM to 11 PM, providing free childcare services to both students and staff. Our family learning center believes that teaching is an act of love through which learning is reciprocal. We develop bilingual-bicultural students fully prepared to continue higher education and empowered to pursue their goals in a global society.

POSITION SUMMARY:

Under general direction, the Business Specialist is responsible for the accurate and timely processing of accounts payable, maintaining financial records, and supporting staff on financial matters such as budget management, cash handling, and invoice approval.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Maintain high standards of accuracy in managing financial processes, including tracking budget expenditures, revenue, taxes, etc.
- Establishing and maintaining procedures for logging and tracking expenditures to ensure alignment with the approved budget.
- Manage on-site financial tasks, including bill payments, credit card management, employee reimbursements, and purchase orders.
- Collaborate with back-office support to provide accurate data.
- Managing fundraisers and ensuring effective financial management.
- Research, negotiate, and implement cost-saving measures related to school operations (e.g., business operations, facilities, insurance, copiers, etc).



- Develop and maintain relationships with banks, partners, and vendors, ensuring proper financial procedures are followed.
- Coordinate the procurements of goods and services, including managing bids when necessary.
- Tracking donations and generating acknowledgment letters for individual contributors.
- Assist in the preparation of documents for annual audit.
- Ensure strict confidentiality in handling all school financial matters.
- Responsible for the school-wide purchases.
- Work with back-office to process all accounts payable, cash handling, credit card reconciliations.
- Reconcile processed work by verifying entries and comparing system reports to balances.
- Pays vendors by monitoring discount opportunities, verifying federal ID numbers, scheduling and preparing checks, resolving outstanding memos, and issuing stop-payment or purchase order amendments.
- Collects all purchase requests.
- Collects and processes deposits.
- Manage procurement and inventory of supplies, materials, and equipment.
- Promotes the school through positive relations with the community, business parents, and students.
- Manage outgoing mail and shipments, coordinating with services such as the post office and FedEx.
- Picking up bus passes.
- Coordinate food orders for school meetings and events, including placing and tracking orders as needed.
- Collaborate with the Office Coordinator to organize logistics for food orders and ensure timely delivery for events.

Other:

- Use the school's information system, Paylocity, to accurately record work time punches.
- May work remotely with supervisor approval.
- Supports school initiatives for a safe and healthy environment.
- May attend and/or participate in school and community events or professional development with supervisor's approval.
- Participates in mandatory all-staff meetings.
- Maybe required to travel.
- May perform other duties as assigned.

REQUIRED EDUCATION, EXPERIENCE, AND TRAINING

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- Bachelor of Arts degree in Accounting, Finance, or Business Administration from an accredited college or university or a closely related field. (High Preferred)
- Associate of Arts degree in Accounting, Finance, or Business Administration from an accredited college or university or a closely related field. (Required)



- Three (3) years of experience in accounting, finances, business administration, or a close related field. (Required)
- Bilingual in English and Spanish. (Required)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Applicable laws, rules, and regulations to their fields.
- School policies, procedures, and regulations.
- Time management with proven ability to meet deadlines.
- Problem solving and critical thinking skills.
- School policies, procedures, and regulations.
- Conflict resolution skills.
- Variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Google suite, and databases.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Strong written and interpersonal communication skills both written and orally.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Management skills.
- Tracking budget expenses.
- Accounting vendor relationship.
- Data entry skills.
- General math skills.
- Accounts payable.
- Effective customer service skills.

Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy and maintain detailed and accurate records.
- Exercise independent judgment in correcting errors or omissions.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.
- Work independently with little direction.
- Interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Maintain a firm but a courteous attitude toward individuals.



- Communicate effectively with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Act with integrity, professionalism, models school standards of ethics.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.
- Demonstrate a willingness to offer and receive suggestions/feedback.
- Demonstrate an awareness of the social-economic and ethnic makeup of the community.
- Promote community responsibility among students.
- Learn and apply the correct restraint of a student who may be a physical threat to themselves or others, if CPI certified.
- Implement verbal de-escalation and preventive measures.
- Report to work on a regular and punctual basis.

Each of these essential tasks must be performed individually and unassisted by other persons, since this position requires the ability to work alone.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Potential hazards include contact with dissatisfied or abusive individuals.

Generally, the job requires 80% sitting, 10% walking, and 10% standing. Sufficient strength, stamina, physical ability and mobility to maintain rigorous work schedule requiring continuous physical exertion by performing manual labor including lift, carry, push and/or pull or otherwise move moderately heavy to heavy loads up to 15 pounds.

Never: 0%

Seldom: 1% - 10% (less than 45 minutes)

Occasionally: 11% - 33% (up to 3.0 hours)

Frequently: 34% - 66% (up to 6 hours)

Continuously: 67% - 100% (greater than 6 hours)

WORK ENVIRONMENT

This position will include indoor and outdoor work (classroom, offices, cafeteria, eating area, common area, auditorium, playground(s), restroom(s), stairs if applicable, roof(s) and parking lot(s)) and/or shop environment including confined spaces with the following possible exposures: dust; wind; sun; insects; chemicals including hazardous chemicals, solvents and oil; fumes from chemicals and odors; grease; bloodborne pathogens and biohazardous waste; variances in temperature; variances in weather conditions (snow, rain, sleet, etc.); electrically and mechanically operated equipment with moving parts; noise which can range from quiet to loud at any given time; playground projectiles such as baseballs, footballs, basketballs, etc.; intervening physically to stop conflicts between angry or emotionally upset



students; and dealing with students, parents, employees and the general public who may exhibit unpredictable or anti-social behavior.

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.

SALARY AND BENEFITS: Starting at \$32.23 per hour. Health, dental, vision, life insurance, 403b plan + company match, vacation paid time off, holidays off.

Please forward a cover letter, resume, and (3) letters of recommendation to hr@escuelapopular.org. Please note that candidates will only be contacted if selected for an interview.

Escuela Popular is an Equal Opportunity Employer.