

Thomas MacLaren School
JOB DESCRIPTION

This document was
last reviewed on
April 28, 2017

Job Title: Business Specialist

Reports To: Business Manager

Supervisory: _____ EMPLOYEES _____ CONTRACT WORKERS **Eligible for Overtime:** Yes (yes or no) **Pay Type:** _____ SALARIED
If no: _____ PROFESSIONAL _____ EXECUTIVE _____ ADMINISTRATIVE _____ OTHER _____ X _____ HOURLY

Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.

General Purpose: To manage the daily financial operations of the school.

Essential Duties and Responsibilities:

- Conduct daily financial activities of the school.
- Manage accurate day-to-day record keeping for MacLaren, including accounts receivable and payable.
- Manage petty cash, draw up bank deposits, properly allocate for the various student activities payments, maintaining student activities roster.
- Assist with purchasing, receiving and tracking supplies for the school. Support in the inventory management of school property to include furniture, instruments, textbooks and other assets.
- Organize business records by identifying appropriate filing systems, as necessary. Filing documents promptly.
- Work with Business Manager to monitor the school's accounting policies and procedures with special attention to separation of duties

Minimum Requirements:

Education: Bachelor's degree in accounting, business, or related field, or experience which provides equivalent level of qualification

Experience:

- Excellent working knowledge of QuickBooks and Excel
- Knowledge of accounting principles
- Experience in working with or managing non-profit funds, experience working with school funds preferred
- Outstanding organizational skills
- Ability to collaborate with others, is a team player
- Ability to multi task, often juggling multiple duties with conflicting priorities
- Enthusiasm for working in a school environment, supporting its students and staff

Physical Requirements of this position include:

<i>WORKING ENVIRONMENT:</i>	SELDOM	OCCASIONAL	FREQUENT
EXTREME COLD OR HEAT	x		
HEIGHTS	x		
NOISE	x		
DRIVING	x		
WALKING/Uneven Surfaces	x		
WORKING ALONE		x	
WORK WITH OTHERS			x
<i>MOVING HEAVY ITEMS:</i>	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	Over 30 lb	Over 20 lb	0-20 lb.
LIFTING OVER SHOULDER	Over 30 lb	Over 20 lb	0-20 lb.
REACHING OVER SHLDER	Over 30 lb	Over 20 lb	0-20 lb.
CARRYING	Over 30 lb	Over 20 lb	0-20 lb.
PUSHING/PULLING	Over 30 lb	Over 20 lb	0-20 lb.
PULLING	Over 30 lb	Over 20 lb	0-20 lb.

	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near/Far			x
HEARING			x
SPEECH			x
EYE/HAND COORDIN.		x	
<i>TRAVEL:</i>			
Local			x
National	x		
<i>OPERATING MACHINERY:</i>			
COMPUTER			x
COPIER			x
MOUSE			x
TELEPHONE			x
OTHER (please list)			

I have read this job description and understand that it may change at the Board's discretion. I meet the required qualifications for this position and can perform the essential functions, with or without reasonable accommodation.

Employee's Signature

Date