



Invitation to Apply for Bookkeeper/Human Resources Assistant at University Charter School:

We are now accepting applicants for a Bookkeeper/Human Resources Assistant.

Reports to: Chief School Financial Officer

Application Deadline: Until all positions are filled

Start Date: Pending Board Approval

Answering the Call

University Charter School is now accepting applications for a Bookkeeper/Human Resources Assistant. We are searching for individuals who are highly skilled, detail oriented and motivated. The ideal candidate must maintain accurate records which reflect the daily financial transactions of the school. The candidate will be expected to have working knowledge of basic cash-based or accrual-based accounting principles and have experience in synchronizing bank statements with monthly financial activities. The candidate must be able to effectively use MS Office Suite and Google programs and must have excellent organization and time management skills. They should work collaboratively with team members and must possess excellent written and verbal communication skills.

University Charter School

University Charter School (UCS) is an innovative and new PK-10 public charter school that opened in August 2018 in rural, Livingston, Alabama.

UCS is strategically and intentionally located on the campus of the University of West Alabama and was created in partnership with the University of West Alabama. UCS faculty and students will leverage the assets of the University through hands-on partnerships and academic projects with participating colleges and divisions that span health care, education, and the arts, to name a few.

Roles and responsibilities

Under direct supervision, maintains records of financial transactions; applies principles of accounting to analyze financial information and prepare financial reports; coordinates the implementation of accounting controls; and administers school system and/or departmental budgets.

Essential Functions as Bookkeeper:

The following duties are representative for the bookkeeper part of the position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Verifies, allocates, and posts details of business transactions as well as maintains and monitors school and/or department budgets, payroll and purchases.
- Reconciles and balances all fund accounts to ensure compliance; submits reports to CSFO for review and approval.
- Makes deposits to include deposits for various athletic, club and PTA accounts.
- Maintains balances for various athletic accounts, clubs and PTA. Submits monthly reports to CSFO for review.
- Maintains change fund used for athletic games, school events, PTA events, etc.
- Manages accounts payable to include obtaining approval of invoices and processing checks; prepares purchase orders for CSFO approval.
- Reconciles and ensures receipts attached to credit card statements prior to entry in accounting software system for payment; Ensures expense reports have all required documentation/receipts and checks totals for accuracy.
- Maintains and prepares monthly payroll to include payment to employees and all federal, state, RSA and PEEHIP payments.
- Compiles reports and records to display relevant statistics such as cash receipts and expenditures, accounts payable and receivable, and other items pertinent to operation of the school.
- Maintains meal order software program and assists parents/guardians with issues.
- Maintains free/reduced lunch application software and assists parents/guardians with issues.
- Maintains substitute and bus driver requirements.
- Performs other duties as assigned.

Essential Functions as Human Resources Assistant:

The following duties are representative for the Human Resources part of the position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Maintains human resources software to include human resources paperwork, absence management and time and attendance.
- Assists employees with PEEHIP coverage issues.
- Maintains substitute and bus driver requirements
- Maintains confidentiality of sensitive data and information pertaining to employees.
- Performs other duties as assigned.

Qualifications

The strongest candidates will have the following certifications, skills, and experiences:

- Bachelor's or Associate's degree from an accredited college or university is preferred.
- High school diploma or GED required.

- Three plus years of experience in payroll and accounting/bookkeeping required.
- Excellent organizational skills and ability to prioritize workload
- Demonstrated experience with computer systems, and applications such as Microsoft Word and Excel, and Google Documents is required.
- Ability to create documents, forms, spreadsheets, etc., is required.
- Experience effectively working with the public is highly desirable.
- Background clearance through FBI and ABI processes.

Salary and benefits

UCS offers a competitive salary dependent upon degree, licensure and experience and comprehensive benefits package including health insurance and retirement.

Apply

If your experiences make you a great fit for the role, please submit a cover letter and resume with 3 professional references to Ginger Lusty, CSFO via email at glusty@universitycharterschool.org or via mail to:

Ginger Lusty
PO Box 1053
Livingston, AL 35470

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UCS does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match. All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.