



Invitation to Apply for Finance Assistant at University Charter School:

We are now accepting applicants for a Finance Assistant (30 hour per week plus full eligible for full benefits).

Reports to: Chief School Financial Officer

Application Deadline: Until position is filled

Start Date: Upon Board Approval

Answering the Call

University Charter School is now accepting applications for a Finance Assistant. We are searching for individuals who are highly skilled, detail oriented and motivated. The ideal candidate will maintain accurate records which reflect the financial transactions of the school. The candidate will be expected to have working knowledge of basic cash-based or accrual-based accounting principles. 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-12 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

Provides support for the finance department as needed to include payroll, human resources, accounts receivable, deposits and other tasks as assigned with a willingness to learn and attention to detail.

Essential Functions

The following duties are representative for 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.

- Prepares and makes deposits to include deposits for various athletic, club and PTA accounts and maintains balances for various athletic accounts, clubs and PTA.
- Maintains change-fund used for athletic games, school events, PTA events, etc.
- Manages accounts receivable and tax letters to donors.
- Reconciles and ensures receipts attached to credit card statements prior to entry in accounting system for payment; Ensures expense reports have all required documentation/receipts and checks totals for accuracy.
- Maintains and prepared monthly payroll to include payment to employees and all federal, state, RSA and PEEHIP payments.
- Reconciles bank statements monthly.
- Maintains and prepares monthly payroll to include payment to employees and all federal, state, RSA, and PEEHIP payments.
- Maintains human resources software to include human resources electronic files, absence management, and time and attendance. Responsible for online payment setup, maintenance, and reconciliations.
- 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 year of experience in payroll and accounting/bookkeeping preferred.
- 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.

Salary and benefits

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

Terms of Employment

209 days per year, 6 hours per day – Non-Exempt position.

Apply

If your experiences and passion make you a great fit for the role, send a cover letter and resume to Jennifer Nelson at jnelson@universitycharterschool.org

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.