



Invitation to Apply for School Financial Specialist at University Charter School:

We are now accepting applicants for a School Financial Specialist.

Reports to: Chief School Financial Officer

Application Deadline: Until position is filled

Start Date: November 1, 2021

Answering the Call

University Charter School is now accepting applications for a School Financial Specialist. 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-11 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

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.

- 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.
- Maintains balances for various athletic accounts, clubs and PTA. Submits monthly reports to CSFO for review.
- Manages accounts receivable including various grants and Medicaid reimbursements.
- Manages accounts payable to include obtaining approval of invoices, processing and distribution of checks; Manages requests for school purchase orders, transactions and vendor records; 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 free/reduced lunch application software and assists parents/guardians with issues.
- Assists in school audits, maintains an adequate system of internal controls including property and inventory accounting.
- Works collaboratively with the Human Resources Assistant to include the onboarding and payroll setup for new employees.
- 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 degree from an accredited 4-year college or university with a concentration in business-related curriculum (accounting, finance, business administration, etc.) including at least 12 semester hours in accounting.
- Three years of experience in a business-related field (minimum).
- Three years of experience in governmental accounting (preferred), familiarity with schools or non-profits (preferred).
- Complete the AASBO Local School Financial Management Certification.
- 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.
- Experience effectively working with the public is highly desirable.

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 and passion make you a great fit for the role, please complete an application. UCS uses an online application system designed to be an easy and efficient way for you to apply. All available positions are listed in [TeachInAlabama](#). Applicants interested in vacancies with UCS must complete an online application. If selected for a position, additional information is required including a background check/fingerprint review, proof of citizenship, and valid identification.

Online Application Instructions

First Time Users

Step 1: Go to Applicant Login

Step 2: Click on Create an Account

Step 3: Select a Username and Password. You will use this login information any time you want to apply.

Step 4: Build an application by clicking on the Create Application link. This application can be saved and used to apply to more than one job opening.

Step 5: If you are ready to apply, complete the application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other pertinent documents in the add attachment section before you apply to a specific job.

Apply Now

Step 1: Scroll through the job postings and click on the Job Title to which you want to apply.

Step 2: Click on Apply

Step 3: Login in using your username and password.

Step 4: Complete your application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other relevant documents in the add attachment section.

Important Notes

- Make sure your application is complete and all required materials are attached. Once an application is submitted to a job, it cannot be edited.
- When applying to multiple job postings, your main application will carry forward the information and the attachments of prior applications. Remember to delete the previous cover letter/information you attached and replace them with the new appropriate documents.

- It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete

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.