BUSINESS ADMINISTRATIVE SPECIALIST

The Business Administrative Specialist supports the school finance office in daily operations and compliance in both finance and human resources. The position handles the fundamental aspects of the school's financial and human resource recordkeeping. The Business Administrative Specialist must be detailed and systems-oriented and enjoy working in a dynamic environment that is deadline-driven and serves the needs of the entire school community. The ideal individual will be able to maintain the highest level of confidentiality, exercise good judgment in various situations, have strong written and verbal communication, have administrative and organizational skills, and maintain a realistic balance among multiple priorities.

ASA is devoted to fostering an inclusive environment where the enjoyment and benefits of a college preparatory and performing arts education are accessible to the entire community and where all voices are listened to and valued, regardless of race, gender, and sexual orientation.

This position reports directly to the Business Director.

Essential Duties and Responsibilities:

Accounting

- Manages the accounts payable process according to established policies and procedures, including but not limited to:
    - purchase orders
    - processing invoices
    - bill payments
    - monthly credit card reconciliation for all departments
    - ACH management
    - contract payment compliance
    - supports ASRS process
- Oversee the accounts receivable process according to established policies and procedures, including but not limited to:
    - processing and posting check payments
    - posting EFT, ACH, and Direct Deposits
    - maintaining facility contracts and invoicing customers
    - assists school office with student fees

Finance

- A functional understanding of financial statements and cost accounting
- Assists with the real-time maintenance of budgets
- Maintain fixed asset posting and schedules
- Assists with payroll processing, including but limited to:
    - maintains extra duty timecard entries
    - records substitute hours
    - produces all preliminary activity involving payroll

- Manages school business-related contracts and insurance compliance
- Maintains department compliance calendars and tracks upcoming deadlines and completed projects
- Assists with grants maintenance and compliance
- Assists with any and all audits

Human Resources

- Coordinates job postings, advertising, applications, and background checks
- Oversees employee onboarding and offboarding process, including but not limited to:
    - paperwork
    - online entry and upkeep of employee data
    - maintains teacher resume book
    - maintains the Teacher Input Application
- Maintains fingerprint clearance card data and compliance for staff and vendors
- Coordinates and records all policy acknowledgments
- Responds to basic HR requests by current and former employees
- Responsible for ongoing maintenance of employee files/records

Qualifications:

- Bachelor's degree with a minimum of 3 years of prior related work experience
- Experience in accounting and HR
- School finance and/or nonprofit organizational accounting experience preferred
- Valid Arizona Department of Public Safety IVP Fingerprint Clearance Card

Required Skills:

- Proficient using the latest versions of QuickBooks, Microsoft Office Suite, 10-key, and the Google platform. Additional acumen with 3rd party online software platforms is helpful.
- Must have experience in a professional office environment utilizing basic office protocols
- Ability to work professionally in a deadline-driven environment
- Excellent time-management skills, with attention to detail and accuracy
- Ability to manage complex projects
- Excellent communication skills - both verbal and written
- Capacity to work independently and as part of a team
- Experience with E-Verify
- Must have reliable transportation
- Must maintain strict confidentiality in all matters

Salary and Benefits:

- Full-time position with benefits. Salary commensurate with experience. Member of ASRS

Interested candidates should submit the following via email to employment@goasa.org:

- Cover letter, Resume, three letters of reference, and the ASA Application for Employment found on School's website.