

Lake Norman Charter

Part-Time Financial Assistant



PURPOSE:

Assist Director of Business Services by performing financial tasks pertaining to school operations in a manner that promotes the educational development of all students and the professional development of staff. This is a 12-month part-time (up to 20 hours per week) position.

ILLUSTRATIVE EXAMPLES OF WORK

- Processes daily PayPal transaction reports for staff
- Creates and monitors PayPal buttons to include publishing buttons on the website and clearing from the website as buttons are retired
- Collects and prepares weekly bank deposits for all campuses, including receipting money collected from teachers
- Reconciles the monthly credit card statement
- Prepares the weekly accounts payable packets for Acadia NorthStar
- Prepares the annual 20th-Day Enrollment report
- Creates the monthly student reports and invoices for LEA billing
- Organizes and files all financial documents
- Receives, sorts and distributes all packages, deliveries and mail
- Manages district PayPal button set-up in collaboration with teaching staff or club advisors
- Tracks shuttle bus payments, including sending out quarterly reminders to families for payment
- Assists building principals by tracking which families have completed the Parent/Student Expectation signature form.
- Other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Demonstrates technology competency requiring word-processing, spreadsheet and database software knowledge and experience.
- Performs tasks with work priorities and general instructions provided by the supervisor.
- Exercises judgment in selecting and applying established procedures correctly and in determining when to collaborate with supervisor.

REPORTS TO: Director of Business Services

PREFERRED EDUCATION, CERTIFICATIONS AND EXPERIENCE

- High school graduate or equivalent.
- Business/accounting courses beyond high school preferred.