



- Title:** **Business Office Support Specialist – Temporary**  
(20 Hours a Week – June to December 2019)
- Reports To:** **Director of Business & Finance**  
**Status:** **Non-Exempt**
- Qualifications:** High School education (some college preferred); background in accounting, business or finance; strong background in excel and database management; excellent verbal and written communication skills; impeccable organization and management skills. Candidate must have strong time management discipline with solid judgment and ability to resolve conflicts effectively. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.
- Job Description:** Provide direct administrative support to the Business Office department. As a member of the Business Office team, this person must be able to provide support services for cross-functional duties; accounts payable, purchasing and cash deposits
- Physical Requirements:** Lifting and transporting boxes not exceeding 20 pounds.
- Responsibilities:**
- Completes a broad variety of administrative tasks for accounts payable, purchasing, cash receipts and the Director of Business and Finance.
  - Assisting in making daily tuition and non-tuition deposits for the school.
  - Taking cash deposits from departments and depositing at the bank
  - Filing of cash deposits
  - Entering credit card transactions for the school (excluding tuition)
  - Stamping daily invoices as well as scanning invoices for distribution and approval for accounts payable.

- Assisting in making daily entries of unpaid invoices for the school.
- Matching up accounts payable checks to invoices entered.
- Filing of paid invoices.
- Mailing reimbursement checks to vendors and staff.
- Calling vendors for information on status of accounts.
- Scanning and uploading W-9 and Certificates of Insurance for vendors into the accounts payable system.
- Assisting the Purchasing Specialist with orders/distribution of orders and returns for the school.
- Maintains discretion and confidentiality at all times;
- Establishes and maintains credibility and trust with customers (internal and external) while producing high quality results;
- Collaborates effectively with other assistants and participates in meetings as needed.
- Demonstrates good oral and written communication skills;
- Anticipates problems and proposes solutions;
- Provides high-level of attention to detail;
- Is comfortable and experienced in managing multiple tasks and projects independently with minimal supervision;
- Seeks to complete work more effectively and efficiently;
- Shows a sense of responsibility and urgency toward goal accomplishment;
- Maintains the highest standard of confidentiality;
- Possess excellent skills in Microsoft Office (Excel, Power Point, Word, Outlook);
- Provides assistance with mailings, correspondence, and other tasks regarding major school-wide initiatives;
- Supports CFO and Director of Business and Finance with any other miscellaneous administrative support as required (letters, presentations, correspondence, meeting preparation);
- Maintains professional demeanor in dealings with parents, staff and students;
- Shows support and high esteem for MPCS;
- Models appropriate Christian behavior in speech and actions; and,
- Any other duties as assigned.