

Job Description: Accounting and Human Resource Coordinator

General Purpose of the Position

Under the direction of the Chief Executive Officer (CEO) the Accounting and Human Resource Coordinator is responsible for all aspects for charter school finance, accounting, and human resources in accordance with policies prescribed by law, the CEO, and the Board of Governance to ensure effective fiscal operation of the charter school. This key position manages critical business processes daily to ensure accurate postings necessary for student, family, classroom, and school accounting, process efficiency optimization, and other areas of this fast-paced organization. This position's key responsibilities will be to support accuracy of project costs – related general ledger accounts, performing journal entries and account reconciliations, strong accounts payable and receivable skills, payroll, taxes, and PERS processing, as well as evaluating and performing internal control procedures to ensure federal, state, school district wide compliance. Successful candidate will support general all human resource functions, ledger functions, including month-end close processes, bank reconciliations, reporting, and auditing. The position requires a highly motivated candidate with strong organizational and communication skills, and the ability to work in a fast-paced, dynamic, professional environment. Candidate must be able to prepare and present financial reports to CEO and the Board of Governance, and any other reports as required by CEO.

Supervisor

Chief Executive Officer

Required Qualifications/Experience

- Bachelor's degree in accounting, course work in human resources, plus 2-5 years accounting or related experience
- Knowledge of General Accepted Accounting Principles (GAAP)
- Expertise to simultaneously manage multi-task with accounting and human resource requirements.
- Organizational planning and management experience
- Excellent oral and written communication skills ability
- Advanced technology skills with emphasis on spreadsheet applications knowledge and experience
- Customer service-oriented ability
- Ability to work in a fast-paced, high-pressured environment
- Detail-oriented and strong organizational skills ability
- Evidence as a self-motivated, deadline-oriented team player that can work independently
- Understand grant and fund accounting, compliance, reporting
- Professionalism to work with the Nevada Dept of Education and Washoe County School District to ensure reporting, audit compliance, and policies and procedures implemented
- Prepare for and provide all information required for 2-3 annual financial audits, human resource audits, and all state and federal required reporting
- Financial forecast and projections experience
- Grant writing, donations, sponsorship acquisition experience
- Experience maintaining financial agreements and contracts
- Curriculum, supplies, and equipment ordering
- Maintain human resource files and records and work effectively with employees on issues related to benefits and payroll.
- Knowledge of human resource laws and administrative code
- Capital accounting experience
- Inventory maintenance experience
- Ability to train and supervise others related to financial management and HR compliance
- Ability to attend off-site meetings (transportation required)

Preferred Qualifications

- Master's in accounting or related field
- Successful charter school accounting and human resource management
- SAGE 50 accounting software experience
- PERS experience
- Payroll experience
- Tax reporting and accounting experience
- Asana experience
- Fundraising experience
- Payroll and tax reporting experience
- Must be able to work cross-departmentally and have a strong understanding of process controls to ensure proper financial postings.
- Organizational Behavior Management knowledge and experience
- Systems Thinking experience
- Proactive and seeks positive resolution while maintaining compliance and consistency
- Evidence of effective leadership
- Evidence of team-approach
- Continuous learning ability and motivation
- Experience training and supervising others
- Evidence to embrace change as necessary
- Evidence of flexibility

Special requirements

- Security Investigation, background check required
- Credit check

Essential Duties and Responsibilities of the Position

Provide leadership, daily management, and ensure compliance and accountability for all organizational related activities including but not limited to:

1. **Organizational Planning and Management** – Plans, prepares, and executes all aspects of fiscal and human resource organization planning and management to ensure the foundation for the mission and vision of the charter and charter school, and goals of the CEO, and board through systems analysis, future pacing, policy and procedures, department development, and lead effective change. Promote foresight into future needs of the organization and plan for scenarios in light of educational, financial, and business change.

2. **Educational Program Planning** – Works in consultation with the CEOs to ensure all implementation of all education-related research, purchases, acquisition, inventory, and delivery; charter compliance, future pacing, and long-range plans for the educational program as it relates to financial planning and business management including student and family accounting, classroom accounting, fundraising, student store, and event planning.

3. **Business Management** – Works in consultation with the CEO on the acquisition, negotiation, development, and implementation of contracts and risk management to meet the needs of the school community and assure compliance. This includes liability, property, and health-related insurance renewals and contracts.

4. **Financial Management** – Under the direction of the CEO, leads, directs, plans, develops or supervises all aspects of finance and accounting management including, but not limited to: budgeting and planning, financial transactions, payroll, tax preparation, PERS, auditing, resource, fundraising, sponsorships, donations, and grants acquisition and management. This position is responsible to ensure all aspects of financial compliance based on

GAAP, school finance, NAC, NRS, SNACS financial policies, and other applicable rules, regulations, and policies.

5. Sponsor, State, and Community Relations – Under the direction of the CEO develop and engage in positive working relationships with the extended charter school community such as WCSD sponsor, Nevada Department of Education, Nevada legislators and public officials, the Nevada Charter School Council, the Nevada Leadership Team, the Federal Charter Schools Program Coordinator, and other associated agencies as necessary. In consultation with the CEO, complete all reporting and auditing for sponsor and state agencies to ensure compliance.

6. Board Relations – Under the direction of the CEO, engage in positive working relationships with the SNACS Governing Board. Prepare and assist in presenting monthly and quarterly financial and HR reports (minimum), budgets, augmentations, adjustments, audits, etc.

7. Personnel and Human Resources - Under the direction of the CEO, lead, direct, plan, develop or supervise all hiring/firing of non-certified personnel for paperwork, files, orientation, insurance, etc. related to new and exiting employees. Maintain all PERS, insurance, transcripts, and other relevant documents in HR files. Supervise and ensure ongoing personnel requirements complete (ex. licensure, certifications, etc.). Provide CEO recommendations regarding certified personnel, human resource related issues, insurance, job descriptions, evaluations, and professional development activities. Provide support to ensure positive work climate and culture.

8. School Community Relations – Under the direction of the CEO, maintain and promote a positive climate and culture to ensure the environment is conducive to the charter intent, promote events that facilitate a positive school culture and climate, instill a positive sense of school community in others, and promote a climate of professional collegiality and life-long learning and includes various stakeholders in decision making where appropriate.

9. Public Relations and Marketing – Under the direction of the CEO, support effective and professional communication including internal/external initiatives of the school including all business and accounting relations. Prepare reports and solicit partnerships, donations, grants, and fundraising to support the school community and needs therein.

10. Facilities Management – Under the direction of the CEO, provide financial and accounting support for all aspects of capital projects, facility planning, and expense management including reporting, projections, and acquisition of funds.

11. Legal, Charter, and Policy Compliance – Under the direction of the CEO, ensures all legal and charter compliance for finance, accounting, and human resources including keeping abreast of legislative issues and development, Nevada Administrative Code, Nevada Revised Statute, regulations, charter, and SNACS policy compliance. Be knowledgeable and provide training as necessary to issues effecting the daily operation of the school or board compliance. Develop policy and procedures to ensure legal compliance for board adoption.

12. Research – Under the direction of the CEO, provide support related to financial, accounting, and human resources as research projects are conducted onsite or related to the charter school. Be knowledgeable of current research and train others as necessary in current research related to the organization and best practices for effective schools.

13. Professional Growth – Under the direction of the CEO, participate in professional development activities including participation in local, state, and national organizations that enhance the professional growth as related to the position and the forward direction of the charter school.

14. Other duties as assigned by the CEO or deemed necessary.