

# Tierra Pacifica Charter School

## Position Description

### Finance Specialist

#### Duties and Responsibilities

The Finance Specialist professionally represents Tierra Pacifica Charter School as they are an integral member of the finance department. They ensure all responsibilities are completed accurately and delivered with high quality and in a professional, timely manner. They should understand and believe in the values of the school.

**Overview of Position:** The Finance Specialist job duties will include, but not be limited to, supporting the Finance Manager with school accounting, treasury reconciliations, pledge drive donation tracking and collection and other duties.

#### Responsibilities:

- Budget review and revision expertise
- Work in Frontline (Escape) platform as well as QuickBooks and other programs
- Creating invoices and receiving payments
- Processing bills and payments to vendors
- Filing, record-keeping
- Data entry of donor tracking information
- Tracking and completing reporting requirements
- Other duties as assigned by Finance Manager
- Reports to Finance Manager

#### Supervision and Evaluation

The Finance Specialist is supervised by the Director of Finance and the School Director, and is evaluated annually.

#### Qualifications

##### Education/Experience

- High school diploma
- Bachelor's Degree (Preferred)
- Accounting degree and/or accounting experience, a plus
- School and SACS code familiarity, a plus
- Previous experience providing administrative support to a busy office and using Google Suite and Microsoft Office. Frontline (Escape), Quickbooks a plus.

##### Licenses, Certifications, Bonding, Testing, Training

- Authorized to work in the United States
- Clean TB Test
- Criminal Justice Fingerprint Clearance
- Must take First Aid/CPR when offered at the school
- Must complete Mandatory Reporter Training within 30 days of hire date

##### Personal Qualities

- High degree of accuracy and organization skills
- Skilled in interpersonal communications
- Has respect for young people
- Reliable, organized, efficient, and flexible
- Self-motivated, cooperative, personable, and empathetic to human needs
- Ability to complete multiple tasks under fixed time constraints and deadlines

- Comfortable seeking assistance when necessary
- Ability to maintain confidentiality with regard to sensitive information
- Good team player
- Trustworthy, good phone etiquette, honest, friendly, responsible and reliable

*\*This job description reflects essential functions of this position. It does not restrict management's right to reassign duties and responsibilities to this job at any time.*