

JOB Description

TITLE: BUDGET/PAYROLL MANAGER

QUALIFICATIONS:

BS/BA degree in Accounting or Financial Management.

1. Three to five years' previous experience in a similar position
2. Three to five years' experience working with the CDK Accounting software or comparable system preferred
3. Three to five years' experience working with the R&L Payroll software or comparable payroll system preferred
4. Good interpersonal and communication skills
5. Experience /knowledge in non-profit fund accounting procedures and practices.
6. Proficient in Word and Excel software

REPORTS TO: School Business Administrator

JOB GOAL:

To assist in the administration of the charter school's business operations to provide the maximum services for the financial resources available, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

Please email responses to: kpellew@ucteams.org