Finance Specialist

Reports to: Assistant Director for Finance
Supervises: None
Term of Employment: 12 months
Salary: Finance/HR I - 63 (without NCASBO certification)
        Finance/HR II - 67 (with NCASBO certification)
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
• Associate degree preferred
• NCASBO Certified School Business Manager preferred
• Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Essential Job Functions:
• Accrues invoices and check requests from vendors
• Processes all voucher packets and generates general expense checks
• Manages vendor file, including W-9 Forms
• Assists with annual 1099 process
• Prepares monthly sales tax and use tax reports
• Codes all incoming cash/checks, listing information on a spreadsheet used to process the deposits into the financial software
• Acts independently to assist school bookkeepers with questions or issues relating to local bank reconciliations and school fund accounting software
• Maintains school bank statements’ reconciliations and monthly reports
• Assists with internal school audits
• Facilitates new bookkeeper training
• Provides ongoing training to school bookkeepers, including travel for on-site assistance
• Responds independently to inquiries from school personnel regarding school fund transactions
• Prepares and processes school board travel checks
• Ensures purchasing guidelines are being met by schools and departments placing orders
• Prints and disseminates purchase order copies
• Serves as liaison between person generating requisition and the vendor when problems occur
• Processes monthly P-card statement for payment
• Assists in fiscal year end close out procedures
• Processes and deposits payroll deduction checks
• Performs other duties and responsibilities as assigned by supervisor
Physical and Cognitive Requirements:
The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment