



JOB DESCRIPTION

JOB TITLE

Administrative Assistant III - HR/Finance Assistant

FTE/HOUR ALLOTMENT

40 hours per week

REPORTING STRUCTURE

- **Reports to:** HR / Business Manager
- **Supervises:** N/A

MISSION ALIGNMENT

- **Our Mission:** To grow environmentally literate, community-impacting learners of excellence.
- **Our Vision:** CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

DEPARTMENT/PROGRAM

Human Resources / Business Office

JOB SUMMARY/PURPOSE

The Finance/HR Assistant supports the school's daily financial and human resource operations while serving as the primary liaison between the school and the Human Resources/Business Manager. This position ensures accurate documentation, timely processing of financial transactions, compliance with charter school regulations, and efficient HR administrative support.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

- **For Staff & Community:**
 - Fostering a collaborative, supportive work environment.
 - Supporting the overall operations and systems of the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative and Reporting:

- Prepare and submit documentation for accounts payable, receivables, and payroll.
- Review invoices for accuracy, proper coding, and approval.
- Track purchase orders, monitor budget line items, and assist with monthly financial reporting.
- Maintain organized financial records for audit readiness and support annual audit preparation.
- Monitor grant expenditures and assist with compliance reporting.
- Process staff reimbursements, vendor payments, and track student fees.
- Collect and verify timesheets; coordinate payroll processing with HR/Business Manager.
- Maintain payroll records, resolve discrepancies, and track employee leave balances.

Communication and Community Relations:

- Serve as the primary liaison between the school and the Human Resources/Business Manager.
- Assist with in-person employee onboarding and offboarding processes.
- Support benefits enrollment and serve as a liaison with benefits providers.
- Provide front office or administrative support as needed.

Program Development and Implementation:

- Maintain personnel files in compliance with state and federal regulations.
- Coordinate background checks, credential verification, and employment documentation.
- Track certifications and required compliance trainings.
- Assist with updating the employee handbook and HR policies.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Maintaining confidentiality of financial and personnel information.
- **Excellence:** Ensuring accurate documentation and compliance with charter school regulations.
- **Integrity:** Doing the right thing by managing confidential information with high levels of professionalism.

REQUIRED QUALIFICATIONS

- **Education:** Associate's degree in Accounting, Business Administration, HR, or related field (or equivalent experience).
- **Experience:** 2+ years of experience in bookkeeping, accounting support, or HR administration.
- **Knowledge/Skills:** Proficiency in Microsoft Office (especially Excel); strong organizational skills and attention to detail.
- **Personal Attributes:** Ability to manage confidential information with discretion; ability to work independently while supporting a collaborative team.

PREFERRED QUALIFICATIONS

- Experience working in a charter school, nonprofit, or public school environment.
- Familiarity with outsourced accounting models and knowledge of grant accounting.
- Experience with payroll and HRIS systems.

WORKING CONDITIONS

Operates in a school office environment; may require occasional evening hours to support board meetings, audits, or special events. Location is an in-person school building; hybrid status is dependent upon dialogue with HR/Business Manager.

TERMS OF EMPLOYMENT

- **Agreement:** 12 month position, 200 days
- **Schedule:** 8 hours per day; standard business hours 7:30 AM to 4:00 PM with flexibility as needed for school events
- **Position Type:** Hybrid
- **Technology Requirements:** Must maintain and regularly update Google Calendar as the school uses Google Workspace, or ensure Administrative Assistant does so
- **Meeting Requirements:** Must attend all required staff meetings, professional development sessions, and emergency training
- **Delegation Structure:** Required to establish and maintain a clear delegation structure for the Human Resources/Business Office during any absences

- **Salary Range:** \$19.50 - \$21.75
- **Benefits:** Comprehensive benefits package including health insurance, retirement, and paid time off

DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. CCS is an equal opportunity employer committed to building an inclusive community of educators.

If interested, please send a resume and letter of interest to [hiring@crosslakekids.org](mailto: hiring@crosslakekids.org).

Board Approved: _____

environmentally  literate learners