



毅力 Perseverance



好奇 Curiosity



包容 Inclusion



勇气 Courage



善良 Kindness



Life Changing. World Changing.

Chinese American International School seeks an Accounts Payable and HR Assistant

*This is an English language position; no Chinese language proficiency required
Non-exempt, full-time position*

OPPORTUNITY

Come join the dedicated and collegial Business Office team as our Accounts Payable and HR Assistant. This position provides a high level of confidential accounting and administrative support to the Accounting supervisor. In this role, you will be able to utilize advanced knowledge in accounts payable, administration, organization, effective communication, and customer service to proactively support the daily accounting procedures. The Human Resources Assistant role is responsible for basic HR department responsibilities, which include administrative duties to HR generalist functions. This position works closely with the Human Resources Supervisor to ensure the department runs as efficiently and effectively as possible, as well as maintaining trusted support to managers and employees.

DUTIES BY ROLE

Accounts Payable (*including but not limited to*)

- Responsible for processing invoices, check requests, and expense reimbursements, code accurately to the proper GL account, verify authorization, and make sure invoices have appropriate documentation attached
- Prepare and process weekly check runs and electronic payments according to school policies and payment procedures
- Prepare and run all accounts payable reports and maintain all accounts payable files
- Prepare analysis of accounts, as required
- Record and reconcile company credit card transactions on a monthly basis
- Administer business office petty cash fund and reimbursements per school policies
- Setup and maintain vendor files
- Answer all vendor inquiries
- Monitor accounts to ensure payments are up to date
- Research, analyze, and resolve accounting issues in a timely manner
- Assist with month-end closings, audit preparation, and special departmental projects
- Track and report capital expenditures
- Prepare and process 1099's, including mailing, filing and corrections as required by IRS
- Maintain Business Office inventory
- Pick up & distribute all business office mail
- Open and review incoming checks with the Advancement Office
- Other duties as assigned by Accounting Supervisor

HR Assistant (*including but not limited to*)

- Assist with processing semimonthly payroll (completing full process from emailing employees for submitting time cards, reviewing timecards, coordinating with employees and supervisors of any errors and resubmission, processing payroll in our payroll system through filing payroll reports once it has been processed).
- HRIS system data entry
- Assist with and follow up on pre-employment clearance process
- Employee Relations: Follow up/remind employees about policies and clearance expirations
- Scheduling training sessions & meetings
- Basic clerical functions such as answering phone calls and emails
- Assisting with recruiting process (posting job ads, receiving resumes and drafting offer letters for part time employees)
- Assisting with new hire onboarding (prepping material)
- Maintaining employee records
- Assist in updating/preparing HR related documents (wage notices, job descriptions, job postings, policies, anniversary and birthday cards)
- Ordering supplies and gifts
- Assist with processing exiting employees
- Monthly benefit reporting
- Respond to verifications of employment
- Assist with planning and preparing for various employee celebrations
- Research projects and other duties as assigned

REQUIREMENTS

- Minimum of two years of administrative support experience in a similar position
- Proficiency with Microsoft Office programs and Windows based computer system
- Familiarity/experience working in an office setting
- Initial credit check clearance
- Initial and continued tuberculosis clearance
- Initial and continued LiveScan criminal background clearance

VALUED SKILLS AND EXPERIENCE

- College course work related to Accounting
- Bilingual: English/Mandarin is a plus.

ABOUT CAIS

As the nation's first Mandarin immersion Preschool through 8th grade school, CAIS embodies our [mission](#) by working continuously to maintain our role as a leader in immersion education. We are known as an ambitious school, and are implementing our [multi-year vision](#) to reimagine immersion, reimagine our culture of learning, reimagine our community connectedness, and reimagine our learning spaces. Our three campuses are currently located in the Hayes Valley neighborhood of San Francisco. In 2021 we purchased a 5.4 acre, 120,000 sq ft campus with top tier, theater, dance, arts, athletic, science, and tech facilities plus extensive outdoor space on 19th Avenue in San Francisco which will more than double our program space and allow all divisions to be together on one spectacular campus beginning in the 2024-2025 school year. For more information, visit <https://www.cais.org/community/19th-avenue-campus/>

BENEFITS

CAIS is dedicated to attracting, developing, rewarding and retaining world-class employees and ensuring that this is a great place to work. We put a high priority on advances in compensation, benefits, and work climate with a 2023-2024 benefits package and perks including:

Distinctively CAIS Benefits

- Down payment assistance for home purchase
- Commuter benefits provided (up to \$300/month)
- Dynamic, dual culture setting valuing honest self assessment, thoughtful self reflection, intentional planning, and focused implementation

Financial Benefits

- CAIS contributes 5% of your earnings immediately in a 403(B) retirement plan (no contribution required on your part)
- Transparent salary benchmarked to the Bay Area's competitive standards, including annual cost-of-living adjustments

Professional Development

- Robust opportunities for conferences, workshops, and courses

Health Benefits

- CAIS pays 100% of the premium for medical, dental, vision, acupuncture, short-term

disability and long-term disability, and life insurance for you (along with competitive rates for spouse and family coverage)

- Employer-funded Health Savings Account (HSA) and Pre-tax HSA employee contribution
- Pre-tax Flexible Spending Account (FSA) for medical and dependent care

Vacation / Holiday / Paid Time Off

- Thanksgiving Break - 1 week
- Winter Break (December/January) - 2 weeks
- Paid holidays according to the school calendar
- Up to 2 additional days off for religious holidays
- Accrue 11.5 days of Sick Time annually
- Accrue 10 to 20 days of Vacation Time annually based on years of service

Quality of Life and Appreciation

- Monthly appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Weeks
- Annual milestones luncheon
- Free tickets to annual dinner/dance gala
- Lunar New Year luncheon
- Birthday gift card

COMPENSATION

CAIS has an established salary scale that recognizes experience and other qualifications including (but not limited to) education and training, leadership, and bilinguality. The pay range for this position is \$25-\$33 hourly.

TO APPLY

CAIS's commitment to [diversity, equity and inclusion](#) is central to our mission. People of color and LGBTQIA candidates are strongly encouraged to apply.

Email cover letter, resume, and list of references to business_office_jobs@cais.org. In the subject line please indicate "Accounts Payable and HR Assistant." In your cover letter please reference how you learned of this opening. Please no calls.

