

Central Christian School
Administrative Assistant – Business Support
Job Description

The Administrative Assistant provides high quality administrative support to the Leadership Team for the good of the whole school. This person, as part of the Administrative Assistant team, facilitates an efficient, friendly atmosphere for families, students, faculty, staff, and the general public.

Supervision

The Administrative Assistant-Business Support reports directly to the Finance Director and Operations Director

Expectations

- Reflect a personal faith in Jesus Christ through lifestyle, church commitments, and a commitment to Christian education as exemplified by Central Christian School.
- Be professional and courteous in dealing with students, families, faculty and staff, and the general public.
- Follow all applicable school policies and procedures as outlined in the Employee Handbook

Contract Information

Part time - between 20-30 hours per week

Hourly Staff - Wages are based on an hourly pay rate

Year round agreement

Working hours are 7:30 am – 3:30 pm (or other as determined by supervisor)

Morning meetings, evening programs or events, and possible summer hours as directed by Supervisor

Benefits are listed in the Employee Handbook

Responsibilities

- Assist and support the Business Team (Finance Director and Operations Director)
- Assist members of the Leadership Team as needed
- Scheduled time weekly at front desk-answering phones, recording attendance, student logistics, student traffic, medications, ticket sales to cover lunch and breaks
- Assist Finance Director with purchasing supplies from approved requisitions, receiving packages
- Assist Finance Director with reconciling credit card statements and receipts
- Assist Finance Director with managing Administrative Cost Reimbursement program by collecting quarterly forms from faculty and staff and prepare for year end reports
- Assist Finance Director with processing requisitions for supplies, preparing purchase orders for Auxiliary funds, maintaining inventory lists for auxiliary items, keep up to date on legal requirements and reporting
- Assist Operations Director with uploading menus and communications for the Cafeteria
- Assist Operations Director with school building rental coverage and communication
- Assist Operations Director with School Lunch program monthly reporting and certifications
- Assist Operations Director with weekly Transportation schedules, driver communications and certifications
- Volunteer two times a semester for school activities. (athletic gate, ushering, etc.)
- Other duties as assigned by the Finance Director and Operations Director

Qualifications

- HS Diploma preferred
- Experience in an office setting preferred
- Grant writing experience would be helpful
- Flexible and able to work around multiple interruptions
- Proficiency in computer skills (Excel, Word, Google Suite, Power Point, Indesign, etc.)
- Relational skills with children and adults specifically in a school setting
- Personal qualities of integrity, credibility, confidentiality and dedication to the mission of Central Christian School
- Understanding of and enthusiasm for Central Christian School and its mission