



## **BUSINESS OFFICE ASSISTANT (PART-TIME) – FAIRMOUNT CAMPUS**

### **POSITION DESCRIPTION**

The City School is recruiting for the position of Business Office Assistant (part-time) to serve at our Fairmount campus. The Business Office Assistant is a critical member of the business office to work in partnership with the finance and development staff, as well as the Fairmount office manager. This position will be responsible for accounts payable in finance, recordkeeping and mailings in development, and general reception for the business office. As this is a newly created position, some responsibilities may shift depending on our needs and the skills and abilities of the individual. The Business Office Assistant is a part-time role requiring consistent hours and reports in partnership with the Finance Director and Development Director.

### **KEY RESPONSIBILITIES**

- Weekly accounts payable and credit card receipting
- Weekly development recordkeeping, receipting and mailing
- Front desk reception for the business office
- Coordinating duties as assigned with other seasonal projects, such as audits, development mailings, and financial aid.
- Maintains postage and supplies for development office

### **SPIRITUAL LIFE**

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to, by signing, Statement of Faith

### **PERSONAL ATTRIBUTES & SKILLS**

- Understanding of and commitment to urban Christian education
- Reliable work history and professional experience
- Spirit of dedication, graciousness, and willingness to learn
- Excellent organizational, relationship-building, and communication skills
- Ability to multi-task in working towards the overall school goals

### **EDUCATION & EXPERIENCE**

- High school diploma, bachelor's degree preferred.
- Administrative, recordkeeping and reception experience, at least two years

Contact (initial applications must include resume and cover letter):

Dionne Delaney, Office Manager – Fairmount, [ddelaney@cityschool.org](mailto:ddelaney@cityschool.org)