The Business Office Assistant is responsible for greeting visitors to the school and delivering exceptional customer service assistance. In this position, you will answer some incoming phone calls fielding them accordingly, address visitor questions and needs, and provide an overall welcoming environment. Additionally, this position will support the Business Services Manager with bookkeeping and finance data entry.

**REQUIRED QUALIFICATIONS**

* Mature, sincere Christ follower
* Three or more years of consecutive experience in bookkeeping and/or customer service related job
* Working knowledge of computer applications including strong word processing skills, use of Excel and other Microsoft products

**PREFERENCE GIVEN TO APPLICANTS WITH THESE QUALIFICATIONS**

* Associate or Bachelor’s Degree in Business, Accounting or related field
* Previous experience in bookkeeping setting
* Previous experience with QuickBooks software
* Experience greeting in-person visitors and handing a high-traffic front desk environment

**ESSENTIAL FUNCTIONS**

* Acts as first point of contact parents, students and visitors arriving at the school
* Assists visitors with signing in and issuing a visitor badge
* Will assist in collecting revenue from tuition fees, and other miscellaneous items with accuracy and high attention to detail
* Will be responsible for light bookkeeping in the area of accounts payable and accounts receivable under the supervision of the Business Services Manager
* Will provide administrative support including screening phone calls, processing mail, and correspondence as needed support the operations of the school
* Assist students with needs as they arise
* Assist with coordinating events on the school calendar

**OTHER REQUIREMENTS**

* Ability to handle multiple tasks
* Ability to prioritize and organize
* Ability to communicate effectively with school personnel at all levels
* Ability to work alone and as part of a team