

## **School Administrative Assistant, The Arbor School**

### **Position Overview**

This position is responsible for completing daily tasks and projects in order to ensure efficient operation of the school office. Provide assistance and administrative support to school faculty, families, students, and visitors.

This position reports to the Executive Director.

### **Essential Functions:**

Serves as receptionist for the school.

Opens and readies the school office on a daily basis.

Correspond with parents and prospective parents (email, mailings, forms, inquiries, etc.)

Maintains and the school calendar.

Schedules and reports on all safety and emergency procedures.

Processes and maintains all student files.

Maintains all necessary records for the school.

Coordinates ordering of all school supplies, maintaining stock and inventory.

Maintains all office equipment.

- **Human Resources, Payroll, and Accounts Payable**

1. Prepare job postings and offer letter, with the Director of Education/Business.
2. Prepare paychecks or ACH pay stubs, maintain direct deposit system, distribute hard copies, file check stubs.
3. Run information for annual workers' comp audit.
4. Process all AP checks.
5. Maintain vendor and customer databases, invoice files and check copies.

### **Skills and Abilities**

An ability and willingness to “wear many hats” and be comfortable working in a small office environment where multiple tasks must be juggled and prioritized.

Flexibility, along with troubleshooting and problem solving skills, are essential.

Strong working knowledge of computers and ability to use Microsoft suite.

### **Qualifications:**

High school degree required.

Minimum of three years administrative assistant experience.

Experience working in a non-profit and/or school setting is preferred.

**To Apply**

Please send a cover letter indicating interest and your resume to JuliAnna Jelinek by using:  
<http://www.arbor.org/employment.php>

Please indicate your desired hourly pay.