

Assistant Clerk/Business Office Assistant – Business Office

General Description

The Assistant Clerk/Business Office Assistant reports to the Chief Financial Officer and Head of School. The Assistant Clerk/Business Office Assistant provides support to facilitate the work of the accounting and business administration departments.

Primary Duties and Responsibilities

Responsibilities include the following:

- To assist with the administration of the financial/business functions of the school.
- To prepare requisitions for supplies and equipment for approval by administration and the accountant.
- To perform basic clerical tasks and have ability to multitask
- To perform tasks with work priorities and general instructions provided by the CFO.
- To apply established procedures correctly when processing financial/business records and documents.
- To check, correct, and verify a variety of financial statements and invoices requesting payment.
- To assist with answers to inquiries from parents, faculty, students and the public in relations to the business office.
- To ensure that final approval for requisitions for supplies and equipment has been acquired.
- Contributes to business office goals by accomplishing related duties.
- To perform other duties as assigned by the CFO or the Head of School.
- To assist with special events ordering and set up
- To support the school and its leadership

Qualifications

- High School diploma or equivalent
- Prefer experience working in a business or administrative environment
- Proficiency with software programming used in our business department
- Strong communication and organizational skills
- Ability to work independently as well as in a strong team based environment
- Enjoy a collaborative work setting

Federal law prohibits discrimination in employment on the basis of age, race, creed, religion, sex, or national origin. Clarksville Academy is an equal opportunity employer.