



Eagle Hill School, a life changing experience, offers children who learn differently the opportunity to grow into capable, resilient students with the self-confidence and character necessary to meet the challenges they will face beyond Eagle Hill.

Job Title: Business Office Assistant – Part Time

Duration: As needed but likely about 30 hours per week. This position is paid on an hourly basis. Total weekly hours will fluctuate depending on the needs of the school. This is a 12 Month Contract annually renewable.

Purpose: The Part Time Business Office Assistant (BOA) is responsible for assisting in the overall Best Practice operation of the EHS Business Office and for specific key functions. The key functions include accounts receivable, accounts payable and administrative office tasks.

Reports to: Director of Finance and Operations

Key Responsibilities:

- Support the School Mission
 - Model the EHS Mission through actions and relationships.
 - Project a positive image and establish constructive relationships with all stakeholders as needed.
 - Contribute to the overall aims and targets of the Mission.
- Accounts Receivable Tasks
 - Assist with acceptance, preparation and lodging of deposits and payments to the school.
 - Manually deposit cash and checks that will not scan to the bank.
 - Ensure lodging of deposits are coded properly according to our chart of accounts.
 - Assist with billing parents via statements and coordinate related communications as needed.
 - Provide periodic Aged Receivable reports and follow up with parents in arrears as needed.
- Accounts Payable Tasks
 - Enter invoices upon approval into our accounting software and perform the A/P function for all payments.
 - Ensure payments follow policies related to approvals, tax exempt status and proper department coding.
 - Submit for final approval all payment batches and coordinate the scanning of all batch approvals.
 - Coordinate Petty Cash disbursement, reconciliation and replenishment.
 - Prepare dorm student allowances for the Director of the Residential Program.
 - Reconcile electric, water and other payments to the bank statement.
 - Reconcile on a monthly basis all credit card statements ensuring we have all support documentation and approvals.
 - Scan approved check disbursement reports to the P: drive.
- Administrative Office Tasks
 - Coordinate all business office mail.
 - Track employee attendance and provide reports as needed.
 - Maintain employee personnel files including pre-hire, post-hire and separation documentation.
 - Maintain a supply of new hire and separation packets and related HR tasks.
 - Perform copying, mailing, scanning, shredding and filing as needed for all business office documents including invoices, employee files, payroll, employment agreements and enrollment agreements.
 - Prepare fiscal year-end file boxes for storage and disposal of old fiscal years.
 - Review proper completion of all enrollment agreements. Phone and email parents as needed.

- Coordinate with the Registrar the periodic updates to the Crisis Management Handbook.
- Coordinate with the Registrar sending out financial aid award letters and packets.
- Coordinate with the Registrar the preparation of documents for parent's lawyers and the DOE.
- Managing Performance and Development
 - Prioritize and manage own time effectively and balance the various demands of the position
 - This position undergoes an annual self-assessment and written evaluation by the Supervisor.

Expected Credentials:

- Bachelor's degree preferred.
- Outstanding interpersonal skills with all relevant stakeholders.
- Strong communication skills, both written and verbal.
- High level of discretion due to confidentiality with regard to key tasks.
- High degree of proficiency with Microsoft Office, including Word and Excel.
- Knowledge of Accounting Software program strongly preferred.
- Ability to show initiative and be independent, combined with the ability to work well as part of a team
- Excellent planning and organizational skills.