

## **School Office Assistant**

**Hours:** Monday-Friday, 7:45 a.m. - 3:45 p.m. during the school year. Flexible hours available during summer, school breaks, and holiday periods.

### **Position Summary**

Rooted in the mission of our parish, the School Office Assistant plays a vital role in creating a welcoming and faith-filled school environment for students, families, staff, and visitors. This position supports the daily operations of the school office through bookkeeping and accounting tasks, accounts payable and receivable, ordering and inventory management, attendance tracking, and a variety of administrative responsibilities.

### **Qualifications**

- Commitment to supporting the mission and values of our Catholic parish
- Warm, welcoming, and service-oriented presence
- Experience with bookkeeping, billing, accounting, or financial record management preferred
- Strong computer skills, including Google Workspace (Gmail, Docs, Sheets) and Microsoft Office (Word, Excel)
- Willingness to learn school-based software systems and procedures
- Strong organizational and time management skills
- High level of attention to detail and accuracy
- Ability to prioritize and manage multiple tasks in a fast-paced environment
- Strong written and verbal communication skills
- Ability to maintain confidentiality and exercise sound judgment
- Experience in a school, office, or customer service environment preferred

### **Essential Responsibilities**

- Welcome students, families, visitors, and staff with kindness, respect, and hospitality
- Serve as a first point of contact for the school office, ensuring a positive and professional experience for all
- Answer phones, emails, and general office inquiries in a timely and helpful manner
- Support daily attendance tracking and record keeping
- Provide basic care for students when needed (bandages, ice packs, minor first aid)
- Manage accounts payable and receivable processes with accuracy and integrity
- Support billing, deposits, and financial record keeping

- Order, organize, and distribute textbooks, classroom materials, and school supplies
- Maintain accurate inventory records
- Support school events, communications, and administrative projects as needed
- Collaborate with students, parents, faculty, staff, and vendors in a spirit of service and respect
- Provide clerical and administrative support to school leadership and office staff
- Perform other duties as assigned in support of the mission of the school

### **Physical Requirements and Work Environment**

- Ability to sit, stand, walk, bend, stoop, and reach throughout the workday
- Ability to operate standard office equipment (computers, printers, copiers, telephones, calculators)
- Ability to use a computer and keyboard for extended periods
- Ability to communicate effectively in person, by phone, and in writing
- Ability to occasionally lift, carry, push, or pull up to 25 pounds (supplies, textbooks, materials)
- Ability to organize and move school materials throughout the building
- Ability to work in a fast-paced environment with frequent interruptions and changing priorities
- Ability to maintain confidentiality and exercise sound judgment
- Regular and reliable attendance required