



Vacancy Announcement: Business Office Assistant

About the School: Statesville Christian School has been serving area families for more than 30 years. We have a comprehensive K-12 program of study that includes strong academics, spiritual formation, athletics, and extracurricular activities. We are dually accredited by the Association of Christian School International and Cognia.

Position Description: We seek to hire an outstanding business office assistant to support and work with our Finance Manager. The ideal candidate should have office experience and be proficient in Microsoft Word, Excel, QuickBooks, and Gmail. The candidate must align with our Christian core values, Statement of Faith and fully support Christian education.

The position is a full-time 12-month position.

General Job Description: The Business Office Assistant's chief role is to provide support for the Finance Manager. This requires knowledge and skills that convey a reasonable knowledge of budgets, accounting procedures, purchasing processes, and reconciliation related to the budget activity. Other areas of responsibility include processing accounts payable, reviewing and coding invoices, obtaining approval signatures from the Head of School, sending information to the accounting firm as directed by the finance manager, researching and reporting any discrepancies, managing incidental charges using the FACTS system, managing credit card activity, reconciling monthly statements, reviewing payments for lunch orders and resolving related billing/payment issues and places orders online as requested by the Principals, Aftercare Director, Athletic Boosters and teachers on occasion. The Business Office Assistant also manages the North Carolina Opportunity Scholarship awards.

The Business Office Assistant is expected to learn as much as possible related to the role of the Finance Manager in hopes of being a viable candidate for succession, should the Finance Manager retire or resign. This expectation to learn as much as possible does not guarantee advancement to the manager level but does provide for the school potential options if needed and pursued. Other duties may be assigned if there is time available.

Application Details: Candidates should complete the SCS employment application and submit a letter of interest and resume.

Inquiries and Submission: Contact Jessica Shea at jshea@statesvillechristian.org

Applications will be received until the position is filled.