



Good Shepherd Episcopal School seeks a part-time **Business Assistant** for the 2022-2023 academic year. The Business Assistant will work collaboratively with faculty and staff to ensure a welcoming office environment and promote stewardship among all constituencies. The Business Assistant will work to create a positive and supportive atmosphere for students, parents, staff, and visitors, while providing administrative help.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Support the mission, philosophy, and core values of the School
- Maintain congruency between the School's mission and student affairs;
- Assist the Head of School, the Assistant Head of School for Academics, and the Assistant Head of School for Operations in internal and external matters as needed;
- Greet office guests and create a welcoming environment for students, faculty/staff, parents and visitors; respond to requests and inquiries in a friendly and timely manner;
- Order supplies and textbooks for the School;
- Manage the receipt of invoices and send them to the Fractional CFO;
- Deposit checks at the bank;
- Categorize bills for appropriate budget line items for the Fractional CFO;
- Manage payroll for the staff and substitute teachers;
- Manage the financial side of enrollment and maintain student billing records;
- Sort and manage School mail;
- Oversee onboarding for new faculty and staff including filing paperwork with payroll and the Department of Social Services;
- Maintain employee records; and
- Other duties as assigned.

### **REQUIREMENTS**

- Bachelor's degree in finance, economics, or related field and 3-5 years' experience preferred;
- Proficiency in Microsoft Word, Microsoft Excel, and Quickbooks
- Planning, organization, and problem-solving skills;
- Experience in a school environment, preferably in an independent school;
- Ability to communicate effectively with students, families, and colleagues;
- A clear commitment to diversity, community, and inclusion in school communities; and
- An ability to work in a collegial and collaborative environment.

This is a 12-month, part-time, hourly position, with flexible working hours.



### **ADDITIONAL INFORMATION**

Candidates interested in pursuing this position should send a cover letter, resume, and reference contact information to Assistant Head of School Lori Jobe at [ljobe@gses.org](mailto:ljobe@gses.org). Please include "Business Assistant" in the subject line.

### **ABOUT GOOD SHEPHERD EPISCOPAL SCHOOL**

Our community spirit is strong, as we are bound by a common purpose, which is to inspire our students to achieve academic excellence within a diverse, nurturing community. Our K-8 program allows our students to build character and foster respect for one another and our shared environment.

Our instruction and program reinforce this common purpose and allow growth through hands-on experiences, especially taking advantage of our location at the intersection of the James River and Forest Hill Park in history-rich Richmond, Virginia. We are proud of the strength of our outdoor programming, the creativity of our curriculum, and our commitment to the individual needs of our students. We are a school where creativity meets community in the heart of Forest Hill, while staying "rooted in community, strengthened by diversity, and inspired by possibility."