



Eagle Hill School, a life changing experience, offers children with language-based learning disabilities the opportunity to grow into capable, resourceful students with the self-confidence and character necessary to meet the challenges they will face as life-long learners.

Job Title: Business Office Associate

FLSA Classification: Non-Exempt

Duration: 12 Month Contract annually renewable.

Employment Category: Part-Time, Non-Faculty

Purpose: The Business Office Associate (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 payable, accounts receivable and other administrative office tasks as needed. This is a part-time position of approximately 15 – 25 hours per week (days are flexible), paid on an hourly basis.

Reports to: Assistant Business Manager

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 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.
 - Scan approved check disbursement reports to the P: drive.
 - Coordinate Petty Cash reconciliation and replenishment.
 - Reconcile electric, water and other payments to the bank statement.
 - Reconcile all credit card statements on a monthly basis ensuring we have all documentation and approvals.
- Administrative Office Tasks
 - Assist with acceptance, preparation and lodging of deposits and payments to the school.
 - 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.
- 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.