



LAKE HIGHLAND PREPARATORY SCHOOL

Position Announcement

Administrative Assistant to the CFO (Part-Time)



WITHIN AN ATMOSPHERE OF LOVE, CONCERN, AND MUTUAL RESPECT...

Job Summary

LHPS seeks an Administrative Assistant to provide administrative support and coordinate projects for the CFO. This role requires exceptional organizational and communication skills to oversee schedules, appointments, records, and files. Additional responsibilities include coordinating events and meetings, managing confidential information with discretion and independent judgment. Working with internal and external stakeholders, including Board Trustees, professionalism and efficiency must be maintained while working under tight deadlines and pressure.

This is a part-time, non-benefitted, 12-month position. We encourage applicants from underrepresented groups to apply.

How to Apply

Please email the following materials as PDFs to HR@lhps.org specifying "Admin. Assistant to CFO" in the subject line.

- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

LHPS conducts background checks, including fingerprinting, and drug testing and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

Education & Experience

- Bachelor's degree in Business, Accounting, or Finance from an accredited four-year college or university required
- 3 years experience in a business office setting/environment required
- Non-profit and/or school experience preferred

About Lake Highland

To learn more about LHP, click [HERE](#) to view our Mission Statement, Vision, and more.