



Lycée International

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Business Office Assistant - American Section

English and French speaking. Part-time. CDI.

ASALI (Association de la Section Américaine du Lycée International, the American Section) is a private association "Loi de 1901" that provides an American education in the framework of the Lycée International of Saint-Germain-en-Laye, a French public school. The Lycée International is an international school comprised of 14 sections, one of the largest of which is the American Section. The association runs a budget of over 4M€ with an enrollment of approximately 700 students starting from Pre-K (Moyenne Section) to 12th grade (Terminale) and has between 25 and 30 employees who are either Staff or Faculty.

Mission

The Business Office Assistant (BOA) supports the Finance and Operations Manager (FOM) in ensuring that the American Section Business Office runs smoothly.

The position covers many varied tasks and requires a good degree of curiosity and a strong sense of rigor and attention to detail. A significant level of autonomy is expected from the BOA.

The FOM will train the BOA upon arrival. Willingness to learn is key to success in this position. Professional development opportunities are available to BOA: a training course on how to use Charlemagne (the accounting software used by the American Section) is scheduled for February 2027.

The position is part-time. The BOA will be asked to come to the American Section offices located on the Lycée campus in Saint-Germain-en-Laye 5 half days a week.

Responsibilities

Key Responsibilities include:

- Process invoices and expense claims
- Book payroll entries and follow up payment of social charges
- Prepare payments in a timely manner
- Perform the monthly bank reconciliation
- Maintain the fixed asset register
- Assist FOM in preparing annual tuition billing to parents; book all payments received during the admissions and billing processes.
- Follow up accounts payable and receivable

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- File and archive all relevant documentation
- Provide first level of support for Faculty & Staff administrative queries
- Assist FOM with annual audit and Board requests
- Alert FOM when accounting processes are unclear and work with FOM to complete and document the Accounting Handbook.
- Always strive to provide the best possible service to American Section community

The above job description is not meant to be exhaustive.

As the BOA is privy to highly sensitive and private information, it is imperative that she/he remain professional and act with discretion in the workplace at all times.

Qualifications

Education:

- A Bachelor's (Bac+3) degree in a related field.

Experience:

- Minimum 2 years of experience in a finance-adjacent role (accounting, accounts receivable, financial reporting, other) in France. Some knowledge of accounting best practices under French accounting standards is a plus.

Competencies:

- Organized & thorough
- Capable of communicating in both French and English with a large variety of stakeholders (faculty, staff, Board, parents, Lycée International office, suppliers, chartered accountant & external payroll firm).
- Comfortable with Excel, and willing to learn new IT tools – knowledge of Charlemagne is a plus
- Positive and results-oriented attitude

Salary

20 - 25 K€ commensurate with experience. Hours : 17.5 hours/week (ideally 5 half days per week, to be discussed) with 11 weeks paid vacation per year, to be taken mainly during school vacations.

Candidates must send their resume and letter of motivation in English. If you do not receive a response within 3 weeks, please consider that your application has not been selected.

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