

The Business Assistants primary responsibilities will include data entry of payment transactions and preparation of cash/check deposits. Additional hours must be pre-approved.

Summary of Essential Job Functions:

- Run weekly Pay Now – Facts Transaction Details report in RenWeb
- Reconciliations for lunch.
- Collections-emails/phone calls to parents to collect funds.
- Special projects

Schedule:

- This is a part-time, hourly position.
- Monday through Friday, following the school calendar.

Minimum Requirements:

Associates Degree.. Proficient in Microsoft Office, will be trained in using RenWeb. High attention to detail and data entry is accurate. Organized and uses time effectively. High value for confidentiality. Excellent oral and written communication skills. Excellent customer service and people skills, with the ability to communicate with diverse population.

Physical Requirements: Majority of time is seated at a desk. Will need to walk from school office to lunchroom at the other end of campus and be able to carry a laptop in case, weighing approximately 20 lbs. Will need to rotate crates of milk in the cooler to take inventory. Contact Porter for any heavy lifting.

Spiritual Requirements: Currently a member in good standing of a church. Unreserved acceptance of EBA's Statement of Faith. A strong, clear Christian testimony. A mature Godly spirit. A person of faith and prayer, with a growing, living personal relationship with the Lord Jesus. Recognize the ministry of the school as an outreach of the church.

Eastbrook Academy employees are expected to be professional at all times. Professional dress (at least business casual) is expected. Language and behavior should always provide a positive role model for the young people we serve. Confidential information regarding staff, students, and parents is to be held in the highest confidence. All employees agree to seek understanding of, and to reflect in thought, word and action, the policies and goals of Eastbrook Academy as set forth by the Board of Directors, the school brochures, memorandum, employee handbook and the Head of the Academy.