

Part-time Business Assistant Job Posting

Unity Lutheran School, East St. Louis, is currently seeking one *part-time* business assistant to assist the administrative team with tuition/enrollment management, bookkeeping, and other administrative needs. The Business Assistant will work under the direction of the Development Director. Typical duties and responsibilities for this position are listed below:

Unity Lutheran Christian Elementary (ULCE) is looking for a part-time experienced Bookkeeper for the following duties: tuition account management, budget management, account management and paying bills. Job expectations: 15-20 hours per week; attend Finance Board meetings; assist in preparation of monthly reports for Finance Board.

Overall Purpose: Assisting the School Administration in managing the business affairs, especially tuition account management, and working to achieve the objectives of ULCE.

Minimum required qualifications:

- Set a Christian example in behavior and life style
- Must be at least 21 years of age
- Must possess Associate Degree
- Must clear a background check

Desired qualifications:

- Associates degree or beyond
- Experience working accounting and bookkeeping
- Experience with Student Data Management Systems
- Good organization skills/practices
- Professional communication skills on the phone and in person

Applications will be accepted until the position is filled, but interviews will begin immediately and continue until the position is filled. The position will begin with regular hours at the beginning of the 2018/19 school year. Some transition/training time should be expected beginning in June 2018 as the school is implementing a new tuition/enrollment system.

Please send cover letter and resume and three references to:

Unity Lutheran School
1600 North 40th St.
East St. Louis, IL 62204
Attn: Dr. Bruce McLaughlin

Application materials may also be sent digitally to bmclaughlin@unityesl.org. The preferred format is Microsoft Word.