



PROVIDENT CHARTER SCHOOL

Position vacancy announcement

Title: Office Assistant
Reports to: Principal & CEO
Anticipated start date: August 29, 2016

About our school

Provident Charter School is a recently approved charter school opening in Pittsburgh, PA for the 2016-17 school year. The school was designed specifically to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. We expect to open the 2016-17 school year with 96 students in Grades 3-4 and will grow to a comprehensive school serving Grades 2-8 by fall 2021.

Job Goal

- Develop, track, monitor and manage financial systems in partnership with the business manager.
- Manage school business functions such as employee benefit programs, payroll, marketing and insurance.
- Assist in managing a vibrant and busy school office in partnership with the Administrative Assistant.

Primary Responsibilities

- Develop a system to manage revenues and expenses.
- Submit income and expense information to business manager.
- Maintain files and records of all financial revenues and expenses.
- Track scope of work for contractors.
- Prepare checks for on time payment.
- Ensure enrollment in benefits plans for all eligible employees.
- Monitor and order all school supplies.
- Maintain and update web site.
- Assist in the development and dissemination of marketing materials.
- Assist in developing enrollment systems, processes and procedures.
- Assist in conducting outreach to establish partnerships within the community.
- Assist in functions related to school development and advancement.
- Other responsibilities as assigned by the Principal.

Qualifications

- High school diploma or GED.
- Five or more years of experience as an office assistant in a fast-paced, high-functioning office.

- Expertise with computer systems and software such as Microsoft Office and QuickBooks.
- Ability to secure all relevant and necessary clearances.

Salary and benefits

- Starting salary \$32,000 (actual rate will be based on experience)
- Generous time off including all school holidays and breaks
- Employer paid retirement contribution matching 10% of salary
- Employer paid dental, vision, life insurance benefits
- Significant employer contribution toward health insurance

How to Apply

Interested candidates should email work history to careers@ProvidentCharterSchool.org. Applicants are encouraged to act with urgency.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.