



EDEN CHRISTIAN ACADEMY

Job Description

Title	<i>Financial Assistant</i>
Reports to	<i>Financial Administrator</i>
Type of position	<i>Part-time – 16-20 hours/week, 12 months/year; non-exempt</i>
Location	<i>ECA Administrative Offices, 206 Siebert Road, Pittsburgh, PA 15237</i>

Position summary

The Financial Assistant will work in the Business Office with primary focus on purchasing and accounts payable.

Key duties and responsibilities

- Collects and compiles accounts payable data, verifying accuracy of invoices/purchase orders; processes weekly check batch.
- Maintains textbook and materials inventory records for all grade levels and courses; orders, receives and distributes, as needed.
- Manages budget of state funding for textbooks and materials.
- Supports other functions of Business Office.

Qualifications

- Education: Two year degree in business with accounting concentration, or equivalent work experience.
- Aptitude for numbers; excellence in organization, confidentiality and verbal communication.
- Proficiency in Excel and accounting software.
- Physical requirement: Must be able to climb stairs and lift boxes up to 30 lb.
- Adheres to the Core Commitments of Eden Christian Academy.

Compensation

- Salary commensurate with qualifications.
- Twenty-five percent tuition remission for school-aged children enrolled in ECA.