



## **The Potter's House Job Description**

**Position Title:** Admissions / Business Office Assistant

**Reports to:** Business & Finance Manager

### **Qualifications Required:**

1. Minimum high school diploma, some college preferred.
2. Bilingual: Spanish speaking required.
3. Friendly, outgoing, and gracious personality who enjoys working with a wide variety of people.
4. Must have 2-3 years previous business office, bookkeeping, or comparable secretarial experience.
5. Strong planning and organizational skills.
6. Proficient computer skills; knowledge of Microsoft Office Suite with good understanding of Google+ programs and a strong understanding of database programs.
7. Excellent written and oral communication skills.
8. Loyal and supportive of The Potter's House mission.

### **Primary Job Responsibilities**

1. Attend daily staff devotions
2. School Management System
  - a) Oversee the school management system and student data entry.
  - b) Maintain student, family, and staff records.
  - c) Process all District, State, and Federal reporting requirements
3. Admissions
  - a) Receive visitors or potential new families by scheduling school tours, and answering questions about the school academics, programs, and enrollment.
  - b) Primary contact for all enrollment inquiries; responding to inquiries within 24 hours of receipt.
  - c) Process enrollment of new students and establish the family tuition.
  - d) Maintain student CA-60 academic files.
  - e) Administer public health requirements and student immunization reports.
  - f) Maintain student grade-level waiting lists.
  - g) Communicate annually with families with a waiting-list status.
  - h) Prepare and distribute grade-appropriate application packets.
  - i) Meet with current families annually and process all re-enrollment forms and establish tuition.
  - j) Administer foreign exchange student processes through the federal government SEVIS program.
  - k) Assist the superintendent and principals in reviewing new student applications for placement.
  - l) File and maintain accurate school admission records.
4. Business Office Assistant
  - a) Accounts Receivable
    - i. Receive, post, and deposit tuition and other funds.
    - ii. Prepare bank deposits and income reports.
    - iii. Process credit card and ACH payments.
  - b) Accounts Payable
    - i. Receive, review and post all accounts payable
    - ii. Record expenses to appropriate budget line items
  - c) Tuition / Collections
    - i. Record all tuition, school-fees, family charges.
    - ii. Issue monthly billing statements.
  - d) Maintain list of parent service commitment opportunities; recordkeeping of fulfilled service commitment hours.
  - e) Assist with the Food Service Program financial data entry and reporting.
  - f) Assist as needed with business office filing and mailings.
  - g) Cross-train for other business office duties.
  - h) File and Maintain accurate records and files for the business office.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*