

BUSINESS OFFICE ASSOCIATE

Job Summary

Boston Trinity Academy, a young independent Christian college preparatory school in its 20th year of operation, is searching for a Business Office Associate. The position reports to and works with the Business Director to administer the work of the Business Office. The ideal candidate is a person of integrity and is accustomed to working in a busy office.

Accounting degree and experience in an independent school preferred.

This is a full-time, 12-month position.

Essential Job Duties and Responsibilities

- Work closely with the Business Director to ensure the smooth running of the Business Office
- Administer accounts payable and receivable
- Process vendor invoices as received and record in appropriate accounts
- Reconcile accounts including credit card accounts, match with receipts, and record expense items in appropriate accounts
- Process student billing and cash receipts
- Answer billing questions from families and follow up with families who are behind in payments
- Reconcile gifts from donors with Development
- Prepare bank deposits and make occasional trips to the bank
- Oversee petty cash and postage meter
- Along with the Business Director, help conduct the annual audit
- Administer MBTA Student Pass Program
- Look for ways to identify and develop process improvements that streamline workflow
- Perform other duties as assigned

Skills Required for Position

- Excellent communication skills, both verbal and written
- Excellent computer skills, with proficiency in QuickBooks Online and Excel; experience with Blackbaud Tuition Management and Raiser's Edge a plus
- Must be able to work collegially and must be committed to working in a diverse community
- Must enjoy working with young people; must be able to relate well with families
- Problem solver
- Strong work ethic
- Sense of humor

All members of the Boston Trinity Academy faculty and staff must subscribe to the Academy's statement of Christian faith and successfully complete a criminal background check.

Please send a cover letter and résumé to Ann Connors, aconnors@bostontrinity.org