



## **Administrative Assistant - Student Billing**

### **NATURE AND SCOPE OF JOB**

The Administrative Assistant is responsible for student billing, the CRM, website, translations into German, enrollment and clerical tasks in the school's Front Office and helps students, parents, teachers, and school officials while developing a positive, welcoming and caring climate in the Front Office.

The Administrative Assistant reports to the school's Administrator/Business Manager.

### **JOB FUNCTIONS & RESPONSIBILITIES**

- Enrollment agreements
- Tuition system, including creating lists, reports, statistics, forms and data entry
- Tuition Assistance and Tuition Remission records and payment plans
- Invoicing
- Tuition statements for ADLK, correspondence with the ZfA and payments
- Corporation Memberships
- Language School database, enrollment, and invoicing
- Creation of forms and surveys
- Participation in the new SIS project (Student Information System)
- Management of the school's website via the CMS, Content Management System
- Management of the Customer Relation Management System, CRM for Development
- General Front Office duties, such as
  - Routing of inquiries and visitors
  - Customer service for students, parents, teachers and staff
  - Entering absences
  - Play Date permission slips
  - Certificates of Attendance
  - Withdrawal forms
  - Making orders
  - Occasional translations
  - Maintaining student files
  - Coordinate task
  - Greeting and assisting school visitors

- Other tasks assigned by the Administrator/Business Manager.

## **REQUIRED EXPERIENCE & QUALIFICATIONS**

- High school degree
- Previous experience in a clerical role. Adequate knowledge and expertise in Microsoft Office applications (e.g. Microsoft Word, Outlook, Excel, Teams).
- Strong organizational and interpersonal skills.
- Basic office equipment
- Basic arithmetical calculations.
- This position requires an individual that develops a positive, welcoming, and caring climate in the Front Office, consistently exhibits high standards of professional conduct, and is able to collaborate with other team members, administrators, support personnel and members of the school community.
- As such, the successful candidate must have good written and verbal communication skills in English and German, be a detail-oriented multitasker who is able to work independently as needed and practices a high customer service concept, working with courtesy, tact, and diplomacy in dealing with others. The successful candidate must be able to honor confidentiality.

## **PREFERRED**

- Bilingual German / English
- Associates or bachelor degree
- Experience in the education sector
- Experience with Blackbaud, Blackbaud-Smart Tuition, Finalsite Forms Manager, WebUntis, Blackbaud Financial Edge, Salesforce

## **REQUIRED CERTIFICATES, LICENCES & CLEARANCES**

- Background Clearance

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT**

- The usual and customary methods of performing the job's functions require the following physical demands: Able to sit or stand for extended periods of time, light lifting of supplies and materials.
- High traffic workplace in the Front Office of a K-12 school with about 500 students

FLSA Status: Non-Exempt

Hours: 35

Regular hours: 8:00am – 3:30 pm including 30 min lunch break

Works with: Administrative Assistant – Receptionist

Start Date: 5/24/21

Please send CV to [employment@gisny.org](mailto:employment@gisny.org) before 4/30/21