



ST. MARK'S  
EPISCOPAL SCHOOL  
*A Community Engaged*

## **Job Description**

### **Morning Receptionist and Administrative Assistant to the Head & Business Office**

St. Mark's Morning Receptionist and Administrative Assistant to the Head of School and Business Office is a crucial position for the effective operations of St. Mark's Episcopal School. While this position encompasses many different duties, its primary function is greeting our community and supporting administrative needs.

#### **Duties:**

##### **Morning Receptionist:**

- Arrive at 7:15 AM to turn on phones, greet faculty and check in peace officers
- Receive all guests, faculty and staff, students, vendors and others in a personal way and be sensitive to how demeanor is reflective of the School
- Ensure campus security by directing all visitors to sign in and/or carry a visitors badge
- Quickly adapt to changing needs and rising situations, communicating necessary information to the Director of Operations in a timely manner
- Promptly answer all calls, be knowledgeable about campus activities to answer questions and direct callers to the appropriate person
- Support faculty absences through the substitute process
- Manage and restock lounges with coffee and supplies, assuring lounges remain neat and clean
- Manage copier supplies and report maintenance issues to the IT Department
- Coordinates Front Office staffing and enroll other to assist as needed
- Communicate maintenance emergencies to Facilities team
- Support the daytime receptionist with the following duties:
  - Provide lunch and break coverage
  - Receive items dropped off by parents and assure they reach their destination
  - Make teacher copies upon request

##### **Duties after 9:30 AM:**

##### **Head of School Support:**

- Effectively and promptly manage the Head of School's calendar

- Foresee calendar issues and assure Head of School is prepared for the day's meetings
- Plan and execute Head of School's events including those held in the Head of School residence Leadership Team meetings and monthly All School Meetings
- Coordinate Head of School's travel and conference arrangements and assist others if needed

Business Office duties:

- Accounts receivable
  - Manage tuition, athletic fees and other uploads into tuition management software
  - Research and respond to parent questions
  - Follow up on past due accounts
  - Make bank deposits online and in person under the supervision of the Controller
- Accounts payable
  - Process invoices assuring proper coding and approvals
  - Enter invoices into Financial Edge accounting software
  - Complete weekly check runs, including procuring the signing, scanning and mailing checks under the supervision of the Controller
  - Manage filing of vendor contracts and COIs
  - Assure W-9s are on file for all vendors

Knowledge, skills and experience

- Working knowledge of the following software and products:
  - Microsoft Office
  - Google Office Suite
  - Knowledge of Blackbaud products is a plus
- Work experience as an executive assistant preferred
- Exposure to accounts payable is required
- Knowledge of independent school settings preferred
- Confidentiality and sensitivity are required