

Elk County Catholic School System

Finance Assistant

Job Overview

A Finance Assistant is responsible for assisting the financial and administrative operations of a school. This position requires an understanding of budgeting, human resources, facilities management, and procurement. The Finance Assistant works closely with the Business Manager and the Director of Finance to ensure that the school's resources are used effectively and efficiently. This role demands strong organizational, analytical, and interpersonal skills to assist with the complexity of school operations while maintaining a focus on educational outcomes.

Reports To: Director of Finance

Compensation: Hourly

Classification: Part-Time, 12 Month Non-Exempt

Finance Assistant Responsibilities & Duties

- Assists with the Development of the school's budget
- Procurement processes and supplier contracts
- Assists with human resources functions including payroll and recruitment
- Assists with preparation of financial statements and reports for stakeholders
- Assists with Accounts Payable and Accounts Receivable
- Assists with the school's insurance policies
- Assists with the school's financial aid program

Finance Assistant Qualifications & Skills

- Associate's degree in Business Administration, Finance, or related field
- Experience in an educational setting preferred
- Proficiency with financial management software
- Excellent communication and interpersonal skills
- Ability to manage multiple projects and deadlines
- Knowledge of human resources practices preferred
- Strong analytical and problem-solving skills
- Familiarity with procurement processes
- Strong organizational skills
- Excellent attention to detail
- Proficiency in Quickbooks and Microsoft Office Suite
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to handle confidential information with integrity

- Strong problem-solving capabilities

Interested candidates should send a letter of interest, salary requirements, and resume to careers@eccss.org. Applications will be accepted on a rolling basis until the position is filled.