



Financial Data Assistant

Part Time, 8-10 hours/week

Position Summary

The Financial Data Assistant supports the district accountant and student accounts specialist with entering data and tracking financial related data.

Qualifications

The Financial Data Assistant must be of strong Christian character and be a high school graduate. Two years of clerical work involving general office duties and experience in a Christian school is desirable. A superb customer service orientation and responsiveness to needs.

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to sit for long periods.
- Perform lifting, pushing and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job.

Responsibilities

- Enter expenditures for district operations into Excel
- Perform basic Excel functions to sort and save data
- Track and record volunteer hours in Excel
- Perform miscellaneous duties as assigned by the district's accountant and student account's specialist

Compensation and Benefits:

Part Time. 8-10 hours per week. \$17.50/hour