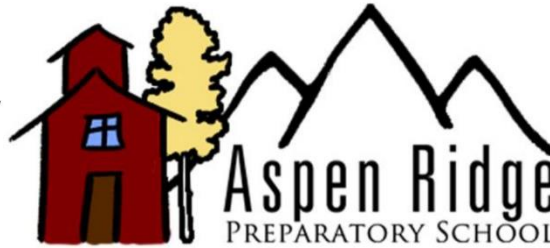


ASPEN RIDGE PREPARATORY SCHOOL  
705 AUSTIN AVENUE  
ERIE, CO 80516



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PHONE: 720.242.6225  
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## Business Office Assistant

It is the policy of Aspen Ridge School, Inc. not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or handicap. It is the policy also to hire only U.S. citizens and aliens lawfully authorized to work in the United States. These policies apply to recruitment, employment, transfers and reassignments, compensation, and other conditions of employment.

**SUMMARY:** To provide assistance and support for the Business Office including basic financial support and office management tasks.

### **Essential Duties and Responsibilities:**

*Other duties may be assigned.*

- Provide basic bookkeeping support, including accounts payable and accounts receivable.
- Take deposits to the bank weekly.
- Record data accurately.
- Maintain records and files.
- Coordinate staff enrollment in SVVSD systems.
- Perform basic administrative tasks as assigned by Business Manager.

### **Minimum Qualifications:**

- High School Diploma.
- Demonstrated willingness to work with staff for optimum success of the school, and perform all functions of the position.
- Physically, mentally, and emotionally capable of performing required tasks and duties essential to the position.
- Demonstrated understanding of standard software applications; budget and accounting principles; standard types of office filing systems.
- A strong knowledge and capability with Microsoft Office applications including, but not limited to, Excel and Word applications.
- Ability to operate standard office equipment.
- Ability to follow instructions and work independently.
- Maintain confidentiality of student and program information.
- Work cooperatively and effectively with students, parents/guardians, administrators, and the general public.
- Submit to Finger Printing and Criminal check.

### **Responsibilities as a Professional Employee:**

- Maintain professional personal appearance-follow dress code or wear uniform as directed.
- Follow provisions of Employee Manual and Professional Code of Ethics.
- Seek advice when appropriate to make appropriate decisions.
- Use school resources prudently.
- Evaluate problems objectively and identify appropriate solutions.
- Be flexible and adapt to changes in order to accomplish the mission of the school.
- Work and plan with colleagues for mutual learning, planning, use of resources.
- Foster positive teamwork with colleagues.
- Contribute to resolution of conflicts.
- Accept and follow instructions/direction consistently and without delay.
- Be prompt and report to work on time and remain for the work day.
- Accept responsibility and leadership roles when given opportunity.

- Demonstrate support of administration, policies, improvement of the school and accomplishment of its mission/goals.
- Notify appropriate personnel in advance when you must be absent.

**Working Conditions:**

1. The employee shall be a full-time employee.
2. The annual work calendar of the Business Office Assistant shall be 225 days.
3. Employment is at-will. This means that employment may be terminated by either party at any time during the period of appointment without cause or prior notice.
4. The Business Office Assistant shall be evaluated annually by the Business Manager.

Please submit an application (<http://aspenridgeprepschool.org/personnel/employment/>) and resume to [TCordrey@AspenRidgePrepSchool.org](mailto:TCordrey@AspenRidgePrepSchool.org)