



Staff Position – Full Time
Assistant to the Director of Finance & Operations
Beginning July 2018

Description

Baker Demonstration School, an independent progressive PK-8 school on Chicago's North Shore, is seeking Assistant to the Director of Finance & Operations ensures that the financial stability and integrity of the Business Office consistent with Baker's policies and procedures. Areas of responsibility include accounts receivable, accounts payable and human resources. We place a high value on community and seek candidates who have excellent interpersonal skills and who will work well with students, colleagues, and parents.

Job Description, Essential Duties & Responsibilities

- Oversee all aspects of student billing including preparation and distribution of tuition invoices, assist in tuition collections, reconciling payments to student accounts, assist with billing questions, send out reminders as needed, assist with payment plans, and maintaining student records
- Reconcile all other account receivables checks and cash submitted to the business office. Enter payments, prepare deposits, and generate reports. Other Receivables include payments from development, afterschool programs, summer camp, facilities rentals, etc.
- Forward past due accounts to collection agency after consultation with DoFO
- Process all forms of payments including cash, credit cards and checks. Deposit all payments to the bank and post payments to accounting software system.
- Oversee all aspects of accounts payable to ensure all invoices are accurate and have received proper approvals based on established budget perimeters and then distribute payments
- Order all field trip, athletic and PLA buses and confirm all destinations are paid when due
- Prepare financial reports as needed for the audit
- Provide personnel with all the necessary benefits and payroll forms at point of hire and assist with employee separation process
- Maintain employee personnel files and ensure employees have completed all necessary forms
- Manage annual open enrollment for Health, Dental and Section 125 Plans
- Coordinate benefit programs (Health, Dental, Section 125, 403(b) Retirement Plan, AFLAC, STD, LTD, Life/AD&D and COBRA) for employees, including all employee communication, problem solving and claims resolution
- Reconcile benefits invoices for accounts payable
- Input all payroll data and process payroll semi-monthly
- Participate in school events and functions as needed
- Support Baker's mission
- Undertake additional responsibilities as designated by the Director of Finance & Operations

Qualifications & Skills

- A bachelor's degree and/or relevant professional certifications preferred
- Three to five years of experience in similar roles
- Ability to accurately interpret procedures and regulations along with the ability to ensure appropriate implementation
- Ability to solve problems, effectively and efficiently in a service oriented manner
- Extensive knowledge of Excel and Quickbooks
- Ability to articulate & communicate ideas clearly, both orally and in writing



- Highly developed sense of integrity, confidentiality, reliability, and accountability
- Detail oriented and organized with strong project management skills to manage multiple projects simultaneously
- Ability to prioritize requests and meet deadlines
- Positive attitude and ability to maintain flexibility with changing needs
- A supportive team member with the ability to anticipate future needs and translate plans into action
- Ability to work independently and as part of a team
- The job requires an individual to be a strong role model for professional behavior
- Strong interpersonal skills and ability to relate to and work closely with diverse school constituencies

Organizational Relationships/ Reporting Structure

Directly accountable to the Director of Finance & Operations for the performance of all responsibilities related to the position.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

School Information

Founded in 1918, Baker Demonstration School is an independent day school is committed to providing an exemplary Preschool, Elementary and Middle School progressive education to our 300 students. Our students come from Chicago, Evanston, Wilmette and other North Shore communities. We believe that children learn best in an inclusive, creative community that encourages individual risk-taking and values learning by doing. Baker's experiential approach nurtures the development of the whole child enabling each student to be fully prepared for intellectual, artistic, physical and social/emotional challenges well beyond Baker.

At Baker:

- We cultivate our students' intrinsic motivation to learn and their active participation in the learning process.
- We foster excellence through critical thinking and integrated connections across academic and artistic endeavors.
- We promote collaboration while developing personal leadership.
- We foster citizenship by encouraging students to develop self-awareness and compassion for others.
- Baker celebrates individual, family and cultural differences and graduates students who appreciate diversity in all its forms.

Application Materials

Candidates should submit a resume and letter of interest to employment@bakerdemschool.org.

Non-Discrimination and Disability Policy

Baker Demonstration School is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, gender, religion, national origin, sexual orientation, disability, or any other classification prescribed under applicable federal, state, or local law. We actively seek diversity among faculty and administration as well as among students. The school complies with the law regarding reasonable accommodations for employees with disabilities.



Applicants requiring reasonable accommodation in order to participate in the application/interview process are requested to contact the School in order to arrange such accommodation.