



POSITION OPENING

2/21/2017

POSITION TITLE:

Administrative Assistant to the Business Office

REPORTS TO:

Chief Financial Officer

LOCATION:

Western Pennsylvania School for the Deaf, Pittsburgh, PA

JOB

DESCRIPTION:

This position is considered to be a non-exempt, full-time position (37 hours/week). The schedule for this position is 8:00 AM – 4:00 PM Monday through Thursday; 8:00 AM – 3:30 PM Fridays. Responsibilities include performing administrative support duties for the Business Office, which includes but are not limited to: printing and distribution of monthly financial reports, preparation and data entry of general journal entries and data entry for all cash receipts and accounts receivable into accounting software, maintenance of excel spreadsheets, maintains the general filing system for the Business Office, types and disseminates correspondence, reports and forms, coordinates meetings and events including room reservations, interpreter requests, distribution of materials, food and beverage set up, etc. as needed for the Business Office, preparation of bank deposits including copying of checks and other support documentation and takes deposits to all banks two times weekly.

MINIMUM

QUALIFICATIONS:

PA State Police Criminal Clearance, PA Child Abuse History Clearance, FBI Clearance, Act 82.

The Administrative Assistant to the Business Office must have experience and knowledge in basic accounting practices. The individual must be proficient in the use of computers and Microsoft Office, Excel, Word and database. The Assistant must possess the ability to manage multiple tasks and maintain confidentiality and display the ability to maintain a high level of organizational and communication skills. An Associate’s Degree in Business or Accounting is preferred but not required.

The Sign Language Proficiency Interview (SLPI) for this position is “Survival.” The minimum level accepted at hire is “No Functional Skills.”

APPLICATION

PROCEDURE:

Send letter of application and resume to:
Dori L. Bachar
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
dbachar@wpsd.org

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