



Job Title	<i>Academy Administrative Assistant</i>
Reports to	<i>Principal</i>

Job purpose

- Provide administrative support to the day-to-day operations of Lakes Church Academy. The Administrative Assistant will function as the receptionist, database manager, communication facilitator, resource manager and financial accountant of the school. The Administrative Assistant will work under the direction of the Academy Principal and in conjunction with other Academy staff and faculty, as well as Lakes Church staff.

Duties and responsibilities

- **FACTS School Management System:** Responsible to administer the FACTS management system, which includes Admissions, Student Information System (SIS / Renweb) and the Tuition management and accounting software.
- **Planning:** Assist in maintaining the Academy’s master calendar and schedules. Schedule and arrange appointments, meetings and conferences as directed by the principal.
- **Communication:** Exhibit polite and professional communication of information via phone, emails, social media, postal service and personal interaction. Perform public relations and communications services for the principal. Maintain a system of communication to Academy families so they are informed of student performance, school events or other activities. Communicate with faculty, Academy families, church staff and various outside agencies to exchange information, request and provide resources, coordinate activities and resolve issues or concerns.
- **Academy receptionist:** serve as point of contact for faculty, school families, the church and the public.
- **Financial:** Collect and account for monies received for school operations, including tuition, fees, sales, sponsorships, fund-raising efforts and other means of financial exchange. Assist in the preparation and management of the school budget and financial reports. Prepare and submits purchase orders as assigned. Prepare reimbursement requests and deposits according to established procedures.
- **Personnel:** Maintain accurate and confidential records with respect to faculty and staff. Process payroll including the completion and submission of time sheets to the principal.
- **Organizational Systems:** utilize established Lakes Church organizational systems for facility and housekeeping request (eSPACE), database management (Planning Center), event promotion (ClickUp) and others as requested.
- **Health and Safety:** Perform First Aid, as able and when necessary, according to established guidelines. Dispense approved medication in accordance with school policy. Ensure that security personnel is aware of any dangerous situations. Ensure the school facility is secure from intruders.
- **Facilities and equipment.** Work with Academy faculty, church staff and vendors to ensure the on-going operation of facilities and equipment.
- **General administrative task:** Perform task as required, including word processing, proofreading, filing, recording information and producing spreadsheets as requested. Assists with planning school events and field trips as needed; arranges travel for assigned personnel as required. Operate a variety of office equipment including a computer, tablet, Smartboard, phone system, copier, intercom system, two-way radio and mailing equipment.
- Attends and participates in assigned meetings and trainings; prepares minutes from notes as required.
- Adheres the Faculty Handbook of Lakes Church Academy.
- Perform other duties as assigned.

Qualifications

- A mature Christian faith and commitment to the Christian life.
- A servant's heart that desires to minister to students, parents, faculty and the community at large for the glory of God.
- Supports the leadership and vision of Lakes Church and Lakes Church Academy.
- High School degree, GED or greater.
- Five or more years' experience in an administrative assistant position.
- Ability to manage multiple task simultaneously, efficiently and on a deadline. Organized.
- Strong verbal and written skills. People person.
- Microsoft Office, financial software and database management proficient.
- Capable of supply management and inventory control.
- Confidential and professional
- Problem solver and able to work independently.
- Responsible and trustworthy

Direct reports

The Academy Administrative Assistant works under the supervision of the Academy Principal and is accountable to the Senior Pastor and the Personnel Committee of Lakes church.

Approved by:	
Date approved:	
Reviewed:	