



MOTHER MCAULEY

Liberal Arts High School

POSITION POSTING: ADMINISTRATIVE ASSISTANT TO THE BUSINESS OFFICE

Mother McAuley Liberal Arts High School, sponsored by the Mercy Educational System of the Americas, a Catholic college preparatory, all female high school, located on the southwest side of Chicago, is seeking a full-time Administrative Assistant to support the Business Office. This position reports to the CFO and to the VP of Institutional Advancement.

Essential Duties and Responsibilities include:

- Coordinates the preparation of reports for the business office.
- Processes office incoming and outgoing mail, including FedEx and UPS mailings, and assists in preparation of school mailings.
- Assists in specific accounting activities to include processing of journal entries, posting of cash receipts and provides needed segregation of duties controls as required by auditors.
- Facilitates ordering of office supplies and equipment for the business office.
- Assists with preparation of written correspondence, such as letters, memos, and spreadsheets.
- Assists with preparation and execution for all aspects of various events.
- Responsible for database management including entering donor information, entering grammar school student information and running reports.
- Serves as a back-up to the main office if needed.
- Maintains various department files.
- Maintains integrity of confidential information.

Qualifications:

- Must have a minimum of 3 years of previous related experience.
- Must be proficient in computer software such as MS Word, MS Excel, Google Docs, and e-mail.
- Must be proficient in Raiser's Edge, Administrators Plus or similar database programs.
- Ability to draft written correspondence, such as letters, memos, and spreadsheets.

This is a full-time, year-round position. We offer a competitive salary and a comprehensive benefits package including medical, dental, life insurance, retirement plan and paid time off.

Many opportunities to be involved in extra-curricular activities such as club moderator and coaching are also available. Participation in these activities is strongly encouraged and welcomed.

Interested candidates should forward their resume to:

Attention: Judy Porch
Mother McAuley High School
3737 West 99th Street
Chicago, IL 60655
Fax: 773-881-6562
jporch@mothermcauley.org

Mother McAuley is an equal opportunity employer.
Resumes will be accepted until the position is filled.