



JOB TITLE	Business Office Assistant
LOCATION	Ortega (San Francisco)
REPORTS TO	Director of Finance
TYPE OF POSITION	Full-Time, Non-Exempt

OVERVIEW

- The Business Office assistant assists the Business Office team in administrative tasks, including the bus transportation (home to school and field trips), Financial Aid and Small Expenses.
- This is a full-time position. The working hours are from 8:30 AM to 4:30 PM including a one-hour lunch break.
- Located in San Francisco, LFSF is a French Immersion, independent, co-educational, college preparatory day school of 880 students in grades preK-12. www.lelycee.org

RESPONSIBILITIES

Bus related duties:

- Organize the bus schedule (home to school and field trips) and relation with the bus company
- Perform administrative tasks related to the bus (enrollment, invoicing)

Financial aid duties:

- Accept and review incoming student financial aid applications and related documents and prepare the files to process a student's application.
- Review the contribution and calculates financial aid awards
- Prepare the Financial Aid Committee that approves the financial awards

Small expenses duties:

- Control employees' small expenses reimbursement (receipts and distribution)
- Manage and update the Expensify application

QUALIFICATIONS

- Administrative experience at a school
- BA or equivalent degree in Business or Finance
- Computer skills: Excel, Word, Blackbaud is a plus
- Punctual, rigorous, energetic and proactive

Interested candidates should send their cover letter, CV/resume, and references via:

<https://www.lelycee.org/about/jobs>

The Lycée Français de San Francisco is an Equal Opportunity Employer. All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. This position does not include any relocation assistance. No phone call please.