



Job Title: Part-Time Business Office Confidential Clerk
Classification: Non-Exempt
Job Type: 20 hours weekly/Part-Time/flexible hours
Reports: Director
Date: Until filled

Nature and Scope of Job: Under the supervision of the Director, the Part-Time Business Office Clerk will assist with the front-facing communications for our school's business office. The incumbent must be organized, a problem-solver and a communicator. This person must be a motivated individual who has the ability to work in a dynamic, fast-paced atmosphere and can prioritize. In addition, the Part-Time Business Office Clerk will embrace the vision of Elysian Charter School by setting the highest standard of excellence and assist in proactively identify challenges and solutions for our school.

Job Functions and Responsibilities:

- Liaison to School Business Administrator (contracted or employed) related to all Business Office and Personnel items.
- Receive, process and submit all requisition orders requests.
- Open all mail and route to the appropriate personnel.
- Assist in all bank deposits.
- Assist in organizing all payroll i.e. timesheets, changes, updates, onboarding, etc.
- Ensure that the needs and requests of the school are responded to in a professional and efficient manner.
- Respond to daily inquiries by the use of phone, email, or fax as applicable.
- Receive and process packages.
- Maintains confidentiality as required and appropriate.
- Perform additional duties as assigned.

Qualifications:

- Communicate effectively
- Proficient in Microsoft Office (Word, PowerPoint, Excel, & Outlook).
- Clerical and organizational skills.
- Ability to prioritize, multi-task, and meet deadlines.
- Ability to interact actively and appropriately with children.
- Shared dedication to Elysian Charter Schools' philosophy and mission.
- Possess excellent integrity, a gentle spirit, and demonstrate strong moral character and initiative.
- Submit a background check through the New Jersey Department of Education.
- Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire.
- Complete a Tuberculosis test and physical and provide a physician's documentation of both.
- Be able to kneel, bend, squat, lift, push, and pull.

Salary: \$25.00 per hour, 20 hours per week, send cover letter and resume to susan.grierson@ecsnj.org

Elysian Charter School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.