



WESTMINSTER ACADEMY

Business Office Assistant Job Description

Purpose:

The Business Office Assistant is responsible for daily maintenance of financial records, the execution of the payment to vendors, and receipt of payments from families for tuition. In order to accomplish this primary task well, the Business Office Assistant will keep clear records to ensure that proper financial policies and controls are followed, long range and short range financial planning is accomplished, accurate and auditable records are maintained, appropriate reports are prepared for the Finance Committee and School Board to enable knowledgeable oversight, and year-to-date budgeting is monitored and periodically communicated to all administrators. The Business Office Assistant will assist the Financial Controller in promptly paying bills and being responsive to local business, contractors, and Ridgeway Baptist Church. The Business Office Assistant will work closely with the CBO to implement and monitor Human Resources policies in order to properly care for and promote the long-term employment of our faculty and staff.

All employees of Westminster Academy must strive to “love the Lord in front of our students” and make the Christian faith observable in all aspects of the school day and community. The Business Office Assistant is a minister of the Gospel in all facets of life at Westminster Academy. He/she is a role model for students and faculty and his/her walk with the Lord should be evident. The Christian mission, vision, and statement of faith of the school must guide the Business Office Assistant as he/she interacts with parents, students, faculty, and all those within and outside the Westminster Academy faith community.

Reports to:

Financial Controller
Chief Business Officer

Relates closely to:

Administration
Administrative Staff
Faculty
Development Office
Parent Volunteers
School Families
Third-Party Vendors

Responsibilities Include:

- Oversee daily financial operations, including payroll, accounts payable, and receivable, tuition billing, and expense management
- Process payroll and year-end W-2 and 1099 reporting for 90+ employees
- Manage student tuition billing and payment processing for approximately 250 families
- Maintain general financial records and support the monthly and year-end close processes
- Prepare documentation for annual audits and financial reviews

- Administer employee benefits, onboarding, and personnel files
- Manage company credit cards, reimbursements, and vendor payments
- Maintain insurance policies, including property, liability, workers' compensation, and student accident coverage
- Serve as key liaison to the Financial Controller and CBO for financial reporting, operational updates, and compliance support

The Business Office Assistant is Expected to:

- Protect (and keep confidential) all sensitive student/family information such as tuition balance, tuition payment plans, tuition assistance, parenting plans, etc.
- Maintain organized records of expenses, payment receipts, employment-related documentation, and payroll reports
- Maintain close communication with the FC related to deadlines, employee matters, billing concerns, etc.
- Maintain professionalism

Continuing Responsibilities:

- Be familiar with all school policies and procedures
- Interact and maintain good relationships with church personnel
- Exhibit a willingness to work with families with special requests or extenuating circumstances
- Maintain good working relationships with outside vendor personnel, such as insurance brokers, third-party scholarship providers, outsourced IT, etc