



Job Position Description

Business Office Assistant

Aidan's Mission

Aidan's mission is to help children realize their full potential and become independent, self-motivated, personally and socially responsible citizens of the world. We do this by following the principles of Montessori education and by cultivating a community centered on curiosity, respect, humanity, and peace. We embrace diversity, striving to maintain an inclusive, equitable environment, where every individual feels a genuine sense of belonging.

Every Aidan employee should:

- Embody Aidan's mission in daily responsibilities and interactions.
- Contribute to the development of a world-class Montessori Education.
- Contribute to a high-performing team that supports the growth of each child.
- Ensure all children have a full range of developmentally appropriate experiences to thrive in a Montessori learning environment.
- Arrive on time, work required hours, and handle all aspects of their role with professionalism and Grace and Courtesy.
- Follow the school's mission, values, and Employee Handbook.
- Perform all necessary duties both inside and outside of the classroom including attending all required meetings and events.
- Submit and keep up to date with any paperwork required by the Office of the State Superintendent of Education and the School.
- In conjunction with their supervisor, all positions set professional goals annually and create and follow through on a plan for professional development.

The **Business Office Assistant** reports to the Director of Finance and Human Resources and works closely with other administrators. Alongside the other adults, they observe and model courteous and respectful behavior as well as contribute to the warm, supportive, and peaceful atmosphere.

Duties:

The Business Office Assistant's duties include but are not limited to:

- Accounts Receivable
 - Responsible for reconciliation of Tuition & ASP Billing Reconciliation
- Accounts Payable
 - Responsible for entering invoices into [Bill.com](#)
 - Responsible for reviewing categorization of credit card transactions in [Bill.com](#)
 - Evaluation and Reconciliation in Quickbooks
- Receives and processes all payments for Tuition, fees, Discovery, Aidan Program for



Families, Parent Association, Auction, Contributions/Annual Giving and other.

- Reports/Tax Requirements
 - Help prepare 1099s at the end of the year
- Performs monthly Quickbooks reconciliations in preparation for Accountants to complete monthly Bank Reconciliation
- Supports the annual Audit
- Processes Payroll Bi-Monthly
- Professional Growth
 - Reflect on and pursue the development of professional growth; work with a direct supervisor to evaluate and improve skills.
 - Participate in structured and informal professional development opportunities.
 - Assist with any and all projects as assigned by the Head of School.
 - Attend meetings as appropriate.
- Communication and Professionalism
 - Model excellent manners and demonstrate rapport with, and respect and kindness for all of the students and adults in the School. Collaborate with colleagues to ensure a joyful and safe school environment.
 - Maintain professional appearance, timeliness, and reliability.
 - Protect the privacy and confidentiality of every student.
 - Participate in mandatory and optional school events such as Back-to-School Night, Curriculum Night, Evening of the Arts, Auction, Graduation, and other appropriate events as called upon.