



WESTMINSTER ACADEMY

Purchaser/Business Office Assistant Job Description

Purpose

The Purchaser/Business Office Assistant is a 12-month, part-time position (75% FTE) that exists to assist the CFO, principals, and director of operations and security to purchase items for the school. He/she also helps the business office run smoothly by overseeing various administrative tasks at the request of the CFO or business office manager. In the execution of all duties, the Purchaser/Business Office Assistant must maintain a professional and joyful approach to all matters related to the office, work closely with the accounting department to ensure budget requirements are met, and manage the receipt and distribution of all purchased items to the correct location. The Purchaser/Business Office Assistant must be well-organized, have strong verbal and written communication skills, demonstrate a teachable spirit, possess a high degree of discretion, and be able to maintain confidentiality. It is also necessary to be Excel and/or Google Sheets proficient.

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 community. The Purchaser/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 Purchaser/Business Office Assistant as he/she interacts with parents, students, faculty, guests, contractors, and all those within and outside our faith community.

Reports to

- Chief Financial Officer

Works closely with

- Head of Grammar School
- Head of Upper School
- Director of Operations & Security
- Faculty and Staff
- Vendors

Specific Responsibilities

Purchasing

1. Ensure all consumables, office supplies, teaching supplies and all reading materials for grammar school are ordered and available on time and distributed to all teachers and grammar school staff as necessary.
2. Reconcile all invoices and resolve all billing issues for orders placed.
3. Purchase all janitorial and chemical supplies and keep inventory of said products.
4. Order all school nurse supplies and deliver those supplies.

5. Maintain complete records of all ordering, invoicing, and billing information, and ensure that all information is kept up to date and filed properly.
6. Manage and update our tax-exempt status with vendors.
7. Ensure quality control of all purchased items.
8. Work with school principals to plan and organize annual academic needs for the upcoming school year.

Business Office Tasks

1. Enter tuition and related tuition adjustments the school's SIS (i.e., FACTS)
2. Enter incidental billing charges to FACTS.
3. Assist parents with FACTS portal use.
4. Perform the duties necessary for the smooth operation of the collection of ESA funds.
 - a. Communicate with TN DOE ESA employees.
 - b. Manage the use of the ESA portal.
 - c. Communicate with the ESA-participating parents.
 - d. Keep records of the ESA amounts due and record receipt of those amounts to FACTS when received.
 - e. Report any problems concerning ESA or FACTS accounts to the CFO in a timely manner.
5. Conduct all other tasks at the request of the CFO.