



Michigan Association of Non-public Schools Job Description

Job Title: Administrative Assistant

About Us: We believe everyone plays a role in educating the next generation. Through advocacy, professional development, accreditation, and innovation, the Michigan Association of Non-public Schools (MANS) ensures high-quality educational choice for Michigan's parents.

Job Statement: The Administrative Assistant supports the work of MANS under the supervision of the Executive Director.

Major Duties and Tasks:

Member Engagement

- Respond to inquiries, provide basic factual information, handle or refer inquiries to the appropriate staff person
- Greet guests and direct to the appropriate staff person
- Sort, date, and disseminate all incoming mail

Bookkeeping

- Maintain accounts receivable, accounts payable, and prepare deposits using QuickBooks
- Submit payroll data to Paycor
- Track/process Title IIA funds for constituency groups PD
- Prepare needed information for the accountant upon request
- Work with the accountant to provide appropriate information
- Monitor MNSAA and MESC data for state reporting and bookkeeping

Supply Management

- Maintain inventory and organization of office supplies

Event Planning

- Assist with logistics for all MANS professional learning events
- Develop and manage registration processes
- Respond to inquiries about events
- Monitor event finances
- Collaborate with event staff on conference details

Secretarial Support for Board, Councils, Committees

- Compose minutes of Board, Councils, Committees
- Prepare electronic packets for meetings
- Maintain accurate and thorough files for the association

Other

- Works with the Executive Director in developing the budget and monitoring expenditures.
- Assist the Executive Director, Director of Services, and Communication and Business Partnership Manager with other special projects that may arise.

Knowledge, Skills, and Abilities Required:

1. Knowledge of Christian schools and a passion for faith-based education.
2. Awareness and understanding of the MANS mission and the ability to carry out our designated functions in support of faith-based education.
3. Ability to promote a positive professional service-oriented image on behalf of MANS.
4. Ability to read, comprehend, and interpret complicated and detailed instructions to plan and perform job duties.
5. Demonstrated ability to work with others and communicate professionally both orally and in writing.
6. A high level of discretion, integrity, confidentiality, and needed technical skills.
7. Working knowledge of QuickBooks and Paycor or similar cloud-based financial and payroll software.
8. Experience using software, including but not limited to the Microsoft Suite and cloud-based applications such as Adobe Creative Suite, AirTable, Constant Contact, WordPress, SurveyMonkey, Zoom, etc.
9. Ability to meet deadlines, to concentrate, and to pay close attention to details. Ability to organize, prioritize, and work independently and as part of a collaborative team
10. Experience with meeting and event planning and connections to meeting planner networks.

Education:

Associate's degree or appropriate post-secondary education, plus 3-5 years of proven expertise in secretarial and bookkeeping functions, including word processing and spreadsheets.

Working Conditions

- The Michigan Association of Non-public Schools is an at-will employer
- Occasional travel within and outside the state may be required, which may include overnight lodging
- Work required in a prayerful, faith-based environment
- May be required to work nights and weekends
- Smoke-free workplace
- May be required to use a personal vehicle

Salary commensurate with skills and experience.