



Office Clerk

The Office Clerk is responsible for assisting the Principal and the Director in implementing all operations, including budget management and payroll and benefits, and purchasing. The Office Clerk assists in the coordination of communication with families, organizing office volunteers, represents the school to the public, acts as receptionist, coordinates communications regarding Special Education meetings, assists in the efficient filing of student records, and aids in the securing of substitutes. The Office Clerk must have exceptional Spanish and English language communication skills. The Office Clerk reports to the Principal and is required to work Monday through Friday, 8 a.m. to 5 p.m.

Key Responsibilities:

- Budget Management and Reporting: assists the Principal in developing and updating the current year budget and a five-year forecasted budget using QuickBooks for Non-Profits. Distributes funds into the appropriate areas of the school. Tracks “actual versus planned” and works closely with the Principal, Executive Director, and external accountants to manage cash flows and produce regular financial reports. Manages the collection and tracking of lunch and student fee payments.
- Payroll and Benefits: ensures that all timesheets, expenses, etc. are submitted on time with no errors, and helps route benefits claims.
- Supplies and Equipment: works with the Principal to manage, direct, and maintain records on the materials, supplies and equipment which are necessary to carry out the daily school routine. Involves the staff in determining priorities for instructional and operating supplies.
- Student Enrollment: assists the Principal in ensuring student enrollment processes run smoothly and comply with all regulations and standards.
- Maintains confidential student records, including daily attendance, cumulative cards, enrollment forms, and medical records
- Aids in the securing of substitutes.
- Processes field trip forms and secures transportation.
- Organizes volunteers to ensure prompt and efficient distribution of “Friday Folders.”
- Represents the values and culture of the Academy of Global Citizenship to the public and welcomes visitors to the school.
- Handles and distributes mail.
- Maintains school calendar of events, including Individualized Education Plan meetings, parent conferences, field trips, open houses, school visitors, and informational meetings
- Establishes and maintains an exceptionally organized Main Office with efficient procedures
- Supports the sustainability and wellness goals of the school, including recycling and efficient energy usage
- Provides first aid and basic health care to ill students; contacting parents, the nurse or public safety agencies according to established guidelines; completing accident reports

Required Skills and Experience:

- 3 years of relevant experience
- Negotiation/persuasion skills
- Attention to detail
- Excellent communication and collaboration skills
- Strong financial book keeping skills, with expertise in accounting software
- Enjoys children and understands their developmental needs
- Ability to read, write, and speak Spanish and English fluently
- Experience in a Chicago Public School (desired)
- Proficiency with Microsoft Office and other database management software

- Familiarity with and/or desire to use Apple computers and software
- Proficiency in working with office equipment, including a scanner, printer, copier, fax, and telephone
- Proficiency in creating business format documents
- Ability to manage and follow-through in a timely manner on a wide variety of tasks in a busy atmosphere
- Exceptional and professional phone etiquette and demeanor

Education Requirements:

- Associate's degree or commensurate experience in business, finance, accounting or related field (Bachelor's degree preferred)

We offer a competitive salary and a comprehensive benefits package. To apply for this position, e-mail a cover letter and resume to agillespie@agcchicago.org or fax to (773) 582-1100.

The Academy for Global Citizenship is committed to providing equal opportunity employment opportunities to candidates and employees without regard to race, religion, creed, age, sex, height, weight, marital status, disability unrelated to an individual's ability to perform adequately, national origin citizenship, ancestry, or any other characteristic protected by law.