

Business Office Support Staff Bethany School

Bethany School, the only K-8 Episcopal school in the state of Ohio, is a co-ed day school of about 240 students located in the northwestern suburban village of Glendale outside of Cincinnati. The school was founded in 1898 by the Community of the Transfiguration, a society of Episcopal women (“sisters”) who live together in community under a religious rule. The school continues to exist on the 22-acre campus of the mother house (convent) of the Community.

Business Office Support Staff: This is a twelve-month, full-time, hourly position. This person works closely with the Business Office Coordinator in an **efficient, confidential,** and **detail-oriented** capacity. The various responsibilities include:

- Assorted billing responsibilities (Before and After School Programs, Lunch)
- Transportation and field trip coordination
- Issuing of student contracts
- Coordinate and track faculty and staff responsibilities pertaining to updated FBI & BCI background checks
- Tracking and billing the purchase of sweatshirts and spirit wear
- Creating the yearly directory for the school community
- Arranging and Securing Substitute Teachers
- Oversight of certain budgetary accounts
- Office support to the Business Office Coordinator

Contact: Please send cover letter and resume to David Gould, Assistant Head of School, at gould@bethanyschool.org

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