



Executive Assistant to the COO / CFO

Department: Wheaton Academy Business Office

Reports To: Wheaton Academy COO / CFO

Classification: 12-month staff position

Hours: Full-time, exempt

Benefits: Applicable per designated classification

Job Summary: Reporting directly to the Chief Operations Officer / Chief Financial Officer, the Executive Assistant provides executive support in a wide range of office and school operations.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

1. Organizes and prioritizes critical issues and information for the COO / CFO related to: Business Office; Operations; Marketing; Information Technology Department; Maintenance Department; WA Institute; WA Global Network; and capital campaigns
2. Oversees campus rentals: Manages facility calendar, contracts, forms, and notifications. Ensures proper pricing and insurance protection.
3. Manages construction projects as assigned by the COO / CFO.
4. Builds computer forms and applications and runs a variety of reports at the request of the COO / CFO.
5. COO / CFO support:
 - a. Maintain and coordinate COO / CFO's schedule.
 - b. Handle inquiries and respond to requests.
 - c. Serve as liaison for a variety of institutional contacts.

The *Executive Assistant to the COO / CFO* must be a spiritually sensitive individual who understands the mission of Wheaton Academy and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living. This individual must maintain active participation in a protestant evangelical church.

The ideal candidate will have bachelor's degree (B.A. or B.S.). He or she will have excellent computer / technical skills, strong proficiency in Excel, and confidence navigating various types of technology. This person must possess excellent business acumen and have a vigorous work ethic. He or she must enjoy problem solving and be able to work independently in a fast-paced environment. Communicating with professionalism is a pre-requisite. The ability to handle large amounts of confidential information is required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.