



## GWA Human Resource & Financial Assistant

George Walton Academy is seeking a HR and Financial Assistant who will report to the Director of Business Operations. The position will begin as part-time (20 hours per week). Accounting duties include assisting with management of financial reporting and general accounting functions. HR duties include managing and carrying-out employee relations, benefits, and personnel record keeping functions. General duties include, but are not limited to, the following:

- Assists implementation of accounting systems and accounting control procedures
- Assists with AR, student billing/tuition management
- Assists with AP and purchasing procedures
- Assists in other daily projects as assigned by the DBO
- Assists with on-boarding and off-boarding process
- Manage the daily HR activity including maintaining employee files, and acting as the primary contact for employees with HR related questions.
- Assists with the administration of employee benefits programs; tracks and maintains all employee changes with carriers and with internal systems
- Maintains personnel files and other HR records

The ideal candidate will possess:

- Proficient computer skills in Excel, Word, Outlook and QuickBooks
- Effective interpersonal, oral and written communication skills
- Strong analytical skills and attention to detail
- Demonstrate the ability to work with challenging, sensitive and confidential situations
- Ability to organize and prioritize assignments, manage and perform multiple tasks
- Maintain high levels of accuracy, professionalism, and confidentiality
- Bachelors degree in Accounting, Finance or related field
- Relevant work experience in Accounting and Human Resources

Please send resumes to Headmaster Dr. Dan Dolan at [ddolan@gwa.com](mailto:ddolan@gwa.com)