Administrative Assistant: Saint Jeanne de Lestonnac Catholic School – Tustin, CA

Pay: $23.00–$26.00 per hour
Job Type: Full-Time: 7:15am-3:15pm - 40 hours per week
Reports To: School Principal
Work Location: In person – Tustin, CA

Job Summary: The Administrative Assistant is an integral member of the Saint Jeanne de Lestonnac Catholic School (SJDL) community and works closely with the Principal, Vice Principal, faculty, and staff to ensure the effective and efficient operation of the school office. SJDL is committed to fostering a welcoming, faith-filled, and supportive learning community. As a primary point of contact for the Administrative Assistant is responsible for providing a welcoming, professional, and pastoral presence consistent with the Catholic mission and values of the school. This position combines front-office reception, administrative and secretarial support, and accounts receivable responsibilities. The successful candidate will demonstrate excellent communication, organizational, and customer service skills, along with the ability to maintain accurate financial records, manage multiple priorities, and handle confidential information with discretion.

Primary Roles and Responsibilities: Administrative and Front Office Support

- Support the day-to-day operations of the school and provide administrative assistance to the Principal, Vice-Principal, faculty, and staff. Welcome and assist visitors, parents, students, and guests in a courteous, professional, and pastoral manner.
- Answer and direct telephone calls, respond to emails, and provide accurate information regarding school programs, policies, procedures, and events.
- Maintain a professional and welcoming front office environment.
- Assist with scheduling appointments, coordinating meetings, and communicating information about school events.
- Perform general clerical duties, including filing, data entry, document preparation, copying, and maintaining accurate records.
- Assist with school-wide communications, announcements, mailings, and parent notifications.
- Establish and maintain positive working relationships with school families, faculty, staff, and community members.

Accounts Receivable and Financial Administration

- Receive, process, record, and track incoming payments for tuition, fees, fundraising activities, donations, and other school-related charges.
- Maintain accurate accounts receivable records and monitor outstanding balances.
- Assist with tracking tuition payments, payment plans, and past-due accounts in accordance with school policies.
- Prepare and distribute invoices, account statements, and payment reminders as directed.
- Respond to routine parent inquiries regarding balances, payments, and billing records.
- Reconcile payment records with accounting and student information systems and assist with verifying deposits.
- Maintain organized documentation of receipts, financial transactions, account adjustments, and related correspondence.
- Assist with preparing accounts receivable reports and summaries for the Principal or designated administrator.
- Coordinate with school administration and the appropriate finance personnel to resolve discrepancies and follow up on outstanding accounts.
- Protect the confidentiality of all financial, student, and family information.

- Follow established financial procedures and internal controls when handling payments and account records.

Qualifications

- Commitment to supporting the Catholic mission, values, and community of Saint Jeanne de Lestonnac Catholic School.
- High school diploma or equivalent required; additional education or training in business administration, accounting, or bookkeeping preferred. At least two years of recent experience in administrative support, reception, bookkeeping, or a related field preferred.
- Previous accounts receivable, billing, payment processing, or bookkeeping experience preferred.
- Intermediate proficiency in Microsoft Outlook, Word, and Excel.
- Ability to learn and use FACTS school management, student billing, and accounting software.
- Excellent interpersonal, written, and verbal communication skills.
- Strong organizational skills and exceptional attention to detail and accuracy.
- Demonstrated professionalism, courtesy, sound judgment, and customer service skills.
- Ability to maintain a high level of confidentiality when handling student, family, personnel, and financial records.
- Ability to work independently with minimal supervision while collaborating effectively with administration and colleagues.
- Ability to prioritize responsibilities, manage multiple projects, and meet deadlines in a busy school environment.
- Ability to work effectively with individuals from diverse backgrounds and experiences.

Hourly Pay Range: $23.00–$25.00

Application Requirements: Interested candidates should submit a résumé, cover letter, and three references to Dr. Michelle Wechsler at drwechsler@sjdlschool.com for consideration.