



A Classical Education for the Modern World

Washington Latin is a liberal arts, college preparatory school with a classical mission. We serve 700 students in grades 5-12 from across the District. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter. We strive to help our students to become thoughtful people who will contribute to the public good and continue a lifelong quest towards a fuller humanity.

Job Title: Executive Assistant to School Leadership and Finance Associate

Responsible to: Head of School, Director of Finance

Job Purpose: To serve as administrative support for the Head of School and Director of Finance.

Job Description: This job opportunity will afford a fast-paced, firsthand experience in business administration, management, entrepreneurship and leadership at a mid-sized (\$12 million budget) organization. The position requires deft management, attention to detail, and strong communication skills. The successful candidate will demonstrate an ability to juggle multiple tasks and take initiative to meet stakeholder needs. Washington Latin Public Charter is a close-knit community aimed at providing a classical education to students from the city of Washington, D.C. The primary duties of the job are listed below.

Financial Management

- Perform daily accounts payable functions using third party bill payment software, AnyBill and in-house checks;
- Receive payments in checks, deposits and PayPal accounts;
- Prepare bills for services provided by the school to families;
- Assist Finance Director with financial reporting as needed;
- Perform bank deposits;
- Provide support with the National School Lunch Program;
- Assist with school maintenance and supply systems;
- Take meeting minutes at Finance Committee meetings;
- Other responsibilities, as directed by supervisors.

Administrative Support

- Draft reports, letters, presentations, and mailings to various stakeholders
- Screen and prioritize incoming calls and requests
- Maintain and manage calendars, scheduling, and supporting meetings for the Head of School and School master calendar;

- Handle travel and other logistical arrangements for the Head of School and other school leaders;
- Provide front desk coverage, as needed;
- Take minutes for meetings and ensure careful reporting of next steps to be taken;
- Provide administrative support for the annual student enrolment and enrollment audit process;
- Other responsibilities, as directed by supervisors.

Board of Governors Support

- Arrange and schedule conference calls and meetings for the monthly Board of Governors meetings;
- Arrange and schedule conference calls and meetings for Board committees;
- Maintain a record of Board and Board committee meetings;
- Prepare and distribute agendas and supporting documents;
- Other responsibilities, as directed by supervisors.

This job description does not state nor is it intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty member and participate in the full life of the school.

If you are interested, please fill out an initial application that can be found under the careers page of our website.