

About us:

Burleson Adventist School (BAS) is a Pre-K - 8th grade school offering a nurturing academic environment where students are being educated for eternity through love, faith, and service to God and man. BAS is located in a quiet country setting, in Burleson, Texas in the southwest corner of the greater DFW metroplex. BAS is conveniently located between Chisholm Trail Academy and Burton Adventist Academy, both approximately 15 miles away.

Burleson Seventh-day Adventist Church is the sponsor of BAS, but the school serves the educational, spiritual, and athletic needs of the greater Burleson community. BAS receives strong support from its home Church and other area churches and community. That support has allowed BAS to renovate its campus over the last few years, including all classrooms, administrative offices, and restrooms. The campus also has a dedicated art room, dedicated music room, a full sized gymnasium, a full kitchen, as well as outdoor playgrounds for the various grades, and a multi-purpose sports field.

About the position:

BAS is seeking to hire an administrative assistant & assistant treasurer. The person filling this position will provide administrative and clerical support for the Principal including: preparing correspondence, answering phones, monitoring office inventory, ordering supplies, maintaining calendars, maintaining student files and health & shot records, and various other assignments as needed. Additionally, treasurer support will require receipt and booking of payments on student accounts, payment and booking of invoices, and other tasks as treasurer, including attending school board & finance meetings.

Qualifications:

- Strong attention to detail and organizational skills
- Excellent verbal and written communication skills
- Ability to maintain confidentiality
- Excellent interpersonal skills
- Basic bookkeeping knowledge related to accounts receivable and accounts payable
- Proficient in standard office applications (Word, PowerPoint, Google Suite, etc.)
- Previous successful experience in an office environment
- Office atmosphere can require the need to be able to multi-task.

Minimum Requirements: Must be a Seventh-day Adventist in good standing and have legal employment eligibility status under the laws of Texas and the USA. A candidate that is Bilingual (Spanish & English) and has a bachelor's degree will be given preferential consideration. Must be cleared by Sterling Volunteers, including a background check.

If interested in being considered, please send a copy of your resume - including at least three references with e-mail addresses and phone numbers, as PDF attachments to Carrie Suess, Principal (suess@bas4u.org).