Administrative Assistant/Office Support – Waukegan, IL

The Menta Group has a reputation for giving professionals the tools to be successful in any educational environment. With over 35 years of experience in the Illinois educational system staff members receive the highest degree of training and ongoing support. Our programming focuses on collaboration between all members of the team in order to meet the needs of our students. At the Menta Group, we are constantly looking to build upon the strengths of our staff and provide opportunities for growth and development within the organization. Through the fostering of a collaborative environment and innovative ideas for meeting student needs, all of our staff members play a critical role in the proven success rate of our students. The Menta Group is committed to providing you with ongoing training and support as well as in opportunities to invest in furthering your education.

Lakeshore Academy (LSA), an affiliate of The Menta Group, is currently seeking candidates for the position of Business Manager for our school. The emphasis at LSA is placed on teamwork and creativity to provide this positive environment for our students to excel.

Job Duties:

- Perform all aspects of billing to school districts.
- Perform accounts receivable function for school.
- Maintain staff attendance records.
- Maintain staff personnel records.
- Procure supplies for school.
- Prepare payroll information for school staff.
- Prepare Workers’ Compensation reports as required.
- Complete miscellaneous projects assigned by principal.

Requirements:

- Bi-lingual candidates: (Spanish/English) is a preferred.
- Must be comfortable working in a busy fast-paced environment.
- Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping.
- Knowledge of modern business communications and grammar, including style and format of letters and memoranda.
- Demonstrated experience with Dynamics or similar software preferred.
- Demonstrated competency with basic accounting practices.
- Must be a good team player.
- Ability to establish priorities, work independently and accomplish objectives with minimal supervision.

This position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications.
Contact:
www.thementagroup.org/careers/apply
Contact: diallo.brown@menta.com
Fax: (847) 599-2475