



# LAKE HIGHLAND PREPARATORY SCHOOL

## Position Announcement

### Executive Assistant to CFO



WITHIN AN ATMOSPHERE OF LOVE, CONCERN, AND MUTUAL RESPECT...

### Job Summary

Lake Highland's CFO seeks an Executive Assistant to provide high-level administrative support and coordinate projects, ensuring efficiency in day-to-day operations. This position coordinates the daily operations of the Business Office, serving as the first point of contact for visitors, phone inquiries, and administrative support needs. Other responsibilities include, but are not limited to, preparing professional correspondence, reports, and presentations for Board and senior leadership meetings, maintaining copies of ongoing service contracts, and verifying invoice accuracy.

This is a full-time, fully benefited, 12-month, non-exempt position. We encourage applicants from underrepresented groups to apply.

### How to Apply

[Please click here](#) to apply through our Career Center. You will be asked to provide:

- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

LHP conducts background checks, including fingerprinting (<https://info.flclearinghouse.com/>) and drug testing, and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

### Education & Experience

- Bachelor's degree in Business, Finance, or a related field or at least 3 years' experience in C-suite level administrative assistant role required.
- Minimum of 3 years' work experience in a business office setting/environment required.
- Non-profit and/or school experience preferred.
- Experience with financial systems preferred.

### About Lake Highland

To learn more about LHP, click [HERE](#) to view our Mission Statement, Vision, and more.