

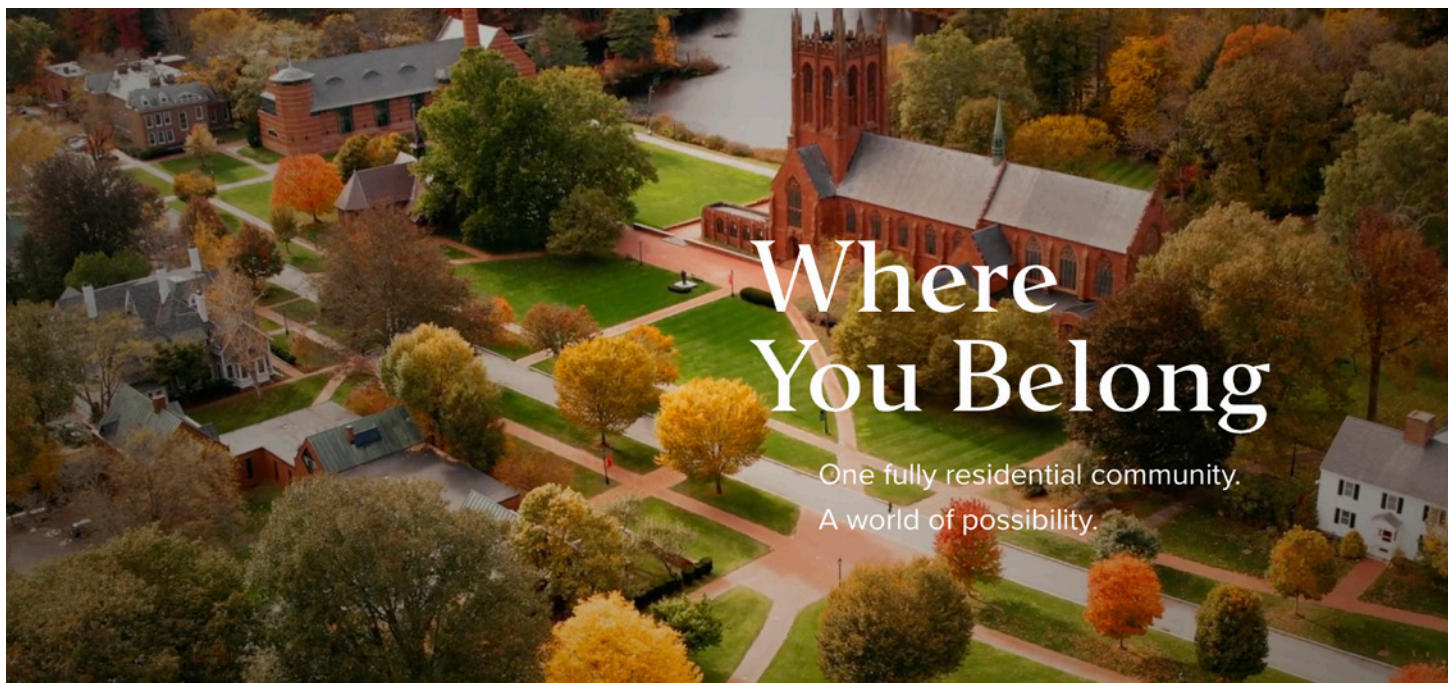
EXECUTIVE ASSISTANT FOR FINANCE & ADMINISTRATION SEARCH

ST. PAUL'S SCHOOL

Concord, New Hampshire

sps.edu

Start Date: September 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission

St. Paul's School educates students to build purposeful lives in service to the greater good. We engage young people in a diverse, inclusive, and ethical community, dedicated to the pursuit of excellence in character and scholarship and inspired by the beauty and spirit of our Millville home.

Overview

St. Paul's School in Concord, N.H. seeks an Executive Assistant for Finance & Administration. The Executive Assistant provides high-level administrative and organizational support to the Vice Rector for Finance and Administration, with additional project support responsibilities in collaboration with the Chief Business Officer. This position plays a critical role in enhancing operational effectiveness across the division of Finance and Administration, by coordinating projects and supporting strategic initiatives. The role requires exceptional communication, discretion, and project management skills.

Responsibilities

Essential Duties: The following duties are representative of the position and may be modified at the supervisor's discretion.

Executive & Administrative Support (37.5%)

- Provide general office support including correspondence drafting, proofreading, managing telephones, scheduling, and database usage.
- Maintain the calendar and travel arrangements for the Vice Rector for Finance and Administration.
- Handle sensitive communication and correspondence with professionalism and confidentiality.
- Support communication within and outside the department and with offices such as the Rector's Office and the Board of Trustees.
- Process purchase orders, invoices, credit card transactions, and reimbursements.
- Routinely utilize office software including Word, Excel, Outlook, Filemaker, and Raiser's Edge.

Project Management & Coordination (32.5%)

- In collaboration with the Vice Rector, assist in the coordination of Finance, Operations, IT, and Board of Trustee initiatives.
- In collaboration with the CBO, support the planning, organization, and execution of special projects across HR, Campus Safety, and Business Operations.
- Develop and maintain project plans and schedules; track progress and deliverables to ensure timelines are met.
- Coordinate project meetings, including scheduling, preparing agendas, and tracking action items.
- Prepare status reports, collect data, and assist in research and analysis to support operational decisions and resource allocation.
- Monitor project metrics and support process improvement efforts.
- Organize and maintain project files and compliance documentation.

Communication & Documentation (22.5%)

- Draft and edit project communications, reports, and presentations for leadership and cross-departmental use.
- Record meeting minutes and document project action plans and deliverables.
- Facilitate cross-functional communication between departments to ensure alignment on shared initiatives.

Additional Duties (7.5%)

- Assist with query and report development in institutional databases.
- Track financial aid applicants and assist with budget or contract review as assigned.
- Attend and actively participate in meetings and community events as appropriate.
- Other duties as assigned by the Vice Rector for Finance and Administration or the CBO.

Supervisory Responsibilities: None.

Candidate Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. **The requirements listed below** are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associate's Degree and at least five years in administrative support or equivalent combination of education and experience. Bachelor's degree preferred.
- Demonstrated experience in administrative and/or project coordination roles; familiarity with HR, Finance, and/or Safety functions is a plus.
- Strong verbal and written communication skills, including grammar, spelling, and editing.
- Ability to manage multiple tasks, prioritize competing deadlines, and work independently.
- Proficiency in Microsoft Office Suite and experience with project tracking tools (e.g., Smartsheet, Asana, or similar).
- Exceptional organizational skills, attention to detail, and problem-solving abilities.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to engage effectively with all levels of staff and maintain professional relationships across departments.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally required to stand, walk, sit, reach, climb, stoop, kneel, talk, hear, and use hands to handle tools or controls.
- Vision requirements include close vision, distance vision, depth perception, and focus adjustment.
- Must occasionally lift and/or move up to 25 pounds.

Work Environment: Standard office environment with occasional exposure to outdoor elements when moving between buildings. Occasional work outside of regularly scheduled hours, including weekends, may be required for major School events.



Where You Belong

One fully residential community.
A world of possibility.

To Apply

Interested and qualified candidates are invited to follow up. The search will move very quickly, and candidates are encouraged to submit the following materials as separate documents. Start date is September 2nd 2025, and can be flexible. *All inquiries will be held in confidence.*

- A cover letter expressing their interest in this particular position
- A current résumé
- List of three professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission).

Todd Gochman

Senior Placement Associate

todd.gochman@carneysandoe.com

St. Paul's School is proud to be an equal opportunity employer and has a strong commitment to the principles of diversity. St. Paul's School does not discriminate on the basis of race, creed, ethnic origin, disability or sexual orientation, and complies with applicable laws for the protection of civil rights.