



Payroll and Business Office Coordinator

DEPARTMENT: ADMINISTRATION
REPORTS TO: CFO
STATUS: PART-TIME, NON-EXEMPT (20 hrs/wk)
START DATE: JULY 1, 2024

Black Pine Circle School is a K–8 independent school in Berkeley, California. For 50 years, we have inspired lifelong learners through an inquiry-based Socratic education that places equal emphasis on academics and the arts. Our Lower School (grades K–5) supports approximately 120 students, and our Upper School (grades 6–8) supports approximately 185 students.

MISSION STATEMENT

BPC's mission is to create a learning community that encourages humanity, empathy, moral depth, cultural understanding, and freedom in intellectual pursuits. Socially, it is our goal to instill mutual respect, compassion, and a sense of belonging among all of our students.

POSITION DESCRIPTION

The Payroll and Business Office Coordinator reports to the CFO and is responsible for providing administrative support to the business office. This individual will serve as a point of contact for the business office, assisting with accounts payable and accounts receivable and the preparation of the semi-monthly payroll. The ideal candidate is a motivated and collaborative team player who approaches their work with a growth-mindset and positive attitude.

The Payroll and Business Office Coordinator must exhibit a high-level of integrity and confidentiality, and ensure sound practices relating to all federal, state, and local laws and regulations.

RESPONSIBILITIES

- Provide general administrative support to the business office, including filing, data entry, and managing correspondence
- Maintain office supplies inventory and place orders as necessary
- Serve as a point of contact for internal and external inquiries related to the business office
- Communicate effectively with vendors, clients, and employees regarding financial and administrative matters
- Respond to employee inquiries regarding business office matters, including reimbursements, payroll and benefit inquiries, and other matters
- Maintain accurate and organized records and files for all business office activities
- Assist with accounts payable and receivable, including invoice processing and payment tracking
- Support the preparation and processing of semi-monthly payroll for all employees
- Maintain payroll records and ensure compliance with federal, state, and local regulations
- Administer employee benefits program, including health insurance, retirement plans, and other benefits; provide support during open enrollment periods
- Support the business office in transitioning to a paperless record keeping system
- Assist in the preparation and filing of financial and regulatory documents
- Support the CFO in troubleshooting any issues related to payroll and benefits

SCHOOL-WIDE DUTIES

- Participate on school committees as needed and appropriate
- Attend all 4-STAR events (school-wide mandatory events)

QUALIFICATIONS AND SKILLS

1. Bachelor's degree preferred; relevant years of experience may be substituted in lieu of a degree
2. 2+ years of experience processing payroll required, experience with Paycom preferred
3. Effective written and verbal communication skills, the ability to develop and maintain collaborative professional relationships is a must!
4. Operates with a high level of integrity and confidentiality
5. Proactive and solution-oriented approach to problem solving
6. Strong financial and analytical skills
7. Knowledge of federal, state, and local employment and payroll laws
8. Ability to multitask and prioritize projects, with excellent attention to detail and follow-through
9. Experience in a school setting is preferred, but not required
10. Must be able to submit to an employment background check (fingerprints via Live Scan) and TB assessment required for California schools

COMPENSATION

The anticipated base compensation the school reasonably expects to pay candidates for the position of Business Office Coordinator is \$38.00 to \$43.00, depending on factors such as experience and education as well as internal pay equity with current employees.

BPC's board and administration are dedicated to offering competitive salaries and benefits, including medical benefits, retirement plan employer contributions, and professional development opportunities.

WORK ENVIRONMENT

Required to lift and carry up to a maximum of 25 lbs., in a correct manner consistent with the appropriate training provided by the School. Reaching with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel occasionally. Use of telephone, computer, copier, and other office equipment. Required to sit (or stand) for prolonged periods of time while operating a computer for approximately 6-8 hours daily. Repetitive motion for typing and other keystroke needs.

TO APPLY

Please send your resume and cover letter to jobs@blackpinecircle.org. The subject line of your email should state the position you are applying for: "Payroll and Business Office Coordinator".

Please include contact information for three professional references in the body of your email (name, position, and email address), we will not contact your references without permission from you first. Professional references can include former supervisors, managers, and colleagues.

Black Pine Circle School is an Equal Opportunity Employer and is committed to a policy of equal employment opportunity for all applicants, employees, and volunteers, and the School makes decisions based on the merits of each candidate. We have an ongoing commitment to the creation of a workplace free of discrimination and harassment, and prohibit discrimination based on an individual's culture, race, ethnicity, sex, religious beliefs, ancestry, sexual orientation, gender identity, reproductive health decisions, national origin, age, physical or mental disability, pregnancy, military and veteran status, citizenship status, marital status, genetic information, height, weight, or any other status protected by federal, state, or local law. Black Pine Circle will afford equal employment opportunities to all qualified applicants, employees, and volunteers as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.