



Position: Business Office Associate

Location: Pasadena, CA

Description:

The Business Office Associate supports the critical functions of the business office at The Waverly School. This role requires a personable, flexible, and adaptable learner, who is a motivated, and collaborative team player. The successful candidate has experience as an administrative assistant and is willing to engage in regular professional development to bolster their skillset. Prior experience in an academic environment is preferred though not required.

Duties and responsibilities include, but not limited to:

- Embrace the school's [mission and vision](#).
- Provide general clerical duties and administrative support to the Business Office and report to the Director of Finance and Operations.
- Interact with faculty, staff, students, parents, and visitors on a regular basis.
- Working directly with Director of Finance and Director of Human Resources to process payroll on a semi-monthly basis.
- Assist accounts payable as needed including but not limited to preparing AP checks and online bill pay according to school policies and procedures.
- Assist accounts receivable as needed including student/family account research, processing payments, preparing deposits; assist in Blackbaud customer account billing system; review AR aging and contact delinquent accounts.
- Maintain and process Blackbaud payment invoices for afterschool program.
- Maintain and process Blackbaud payment forms for afterschool enrichment classes in coordination with Afterschool Program Director.
- Prepare and manage annual tuition & fees spreadsheets.
- Monthly tuition reconciliation with Blackbaud.
- Assist with monthly closings, audit preparation, and special departmental projects.
- Communicate often with administrators about all of the above.
- Assist the Director of Finance to keep track of supply inventory, placing approved supply orders, and manage deliveries.
- Supporting the Director of Finance in credit card and budget item reconciliation.
- Attend faculty and staff meetings as needed (sometimes after school).
- Perform other duties or projects as assigned by the Director of Finance or Head of School.

Knowledge and Skills

- Excellent written and verbal communication skills. Must be able to communicate concisely and effectively when writing correspondence.
- Strong commitment to antiracist and inclusive practices that support students of all backgrounds.
- Strong ability to work with and maintain confidential information.
- Computer literacy - proficiency in Windows based systems, Microsoft Word, Excel, Outlook, Google Suite.
- Experience with accounting software such as QuickBooks.
- Experience with school databases and learning management software a plus (e.g. Blackbaud, FACTS Tuition Management).
- Attendance/Punctuality - is consistently at work and on time.
- Proactive solution-oriented, able to work autonomously.
- Ability to communicate professionally, clearly and warmly in-person, via email and phone.
- Excellent intrapersonal skills including good judgement, patience, and respectful attitude in professional relationships.
- Ability to work in a cooperative and collaborative environment.
- Good planning and organizational skills.
- Ability to multi-task across projects and manage shifting priorities.
- Excellent attention to detail and follow-through.
- Experience working in an office environment.
- Experience with students and families is helpful.

Physical Demands and Abilities

- Regularly spend long hours sitting and using office equipment and computers.
- Must be able to stand, lift, push, pull, stoop and bend for long periods of time.
- Regularly work on repetitive tasks.
- Frequently bend to file and maintain files.
- Prolonged periods of standing and walking throughout classrooms and between several campus locations, including the Farm.
- Occasionally lift 15-45 pounds.
- Ability to work in person, on campus.

Other requirements

- Satisfactory completion of state and national background check
- CPR/AED/First Aid certification training
- Initial and continued TB Assessment required for employment in CA schools
- Annual Mandated Reporter and Harassment Prevention Training
- Adhere to school policies and procedures as outlined in the Employee and Faculty Handbooks

Education and experience

- Associate degree or equivalent from two-year college or technical school; bachelor's from four-year college/university degree preferred; 1 to 2 years of related experience and/or training; or equivalent combination of education and experience.
- 3-5 years' experience in business operations setting.

Job Type

Part Time, Non-exempt, 12-month year

School Hours: 8:00 am to 4:00 pm, Monday through Friday

Number of hours per week: 20-25

Compensation range: \$20.00 – 25.00 per hour, depending on experience.

School Contact

Interested candidates should send a resume and letter of interest in a single file to:

Vella Cagle, Director of HR, vella@thewaverlyschool.org

School Information

[The Waverly School](#) is a nonsectarian, coeducational, college preparatory, progressive day school that spans young kindergarten through high school. Waverly provides an experience-based, cross-disciplinary education in which students are expected to work to their highest potential. Waverly is dedicated to helping students become confident, curious, resourceful learners who demonstrate intellectual engagement, critical and creative thinking, respect for individual differences, and a strong sense of personal and social responsibility. The Waverly School has three campuses and a one-acre organic farm, all within walking distance of one another, in Pasadena, CA.

EEO Statement

The Waverly School is an equal opportunity employer dedicated to a policy of non-discrimination based on the race, color, creed, religion, sex, gender, gender identity, gender expression, marital status, pregnancy, transgender, transsexualism, sexual orientation, age, national origin, citizenship, primary language, military or veteran status, physical handicap, disability, medical condition, mental disability, genetic characteristic or information, ancestry, or based on any other consideration made unlawful by federal, state, or local laws.