

School Year: 2022-23

Position Open: Business Office Clerk - Part Time

Circle of Seasons Charter School, a Public Waldorf School, seeks an organized, dedicated **Business Office Clerk** for the 2022-2023 school year.

Come join us at the only Public Waldorf Charter Schools in the northeast!

Circle of Seasons is a K-8 school located on a 35-acre wooded campus, overlooking the beautiful Lehigh Valley. In close proximity to both outdoor recreation opportunities (less than 15 miles from the Appalachian Trail and 12 miles from local skiing), the Lehigh Valley offers robust art, music, theater, restaurant, and social amenities. An asset to our community, Circle of Seasons offers Waldorf education in the public setting with excited and committed families from all over the Lehigh Valley and beyond.

At Circle of Seasons, we recognize the value, importance, and challenges that come with attracting and meeting the needs of diverse populations. Candidates for consideration should be enthusiastic, joyful, warm and motivated. We value candidates that possess a deep understanding of child development and a caring disposition. We are eager to welcome to our team a colleague committed to building strong collegial and family relationships and one who is committed to self-development.

We serve 450 children from families located in over 25 school districts across the Lehigh Valley and beyond. Our staff of approximately 70 team members works collaboratively and collegially to continuously develop an evolving school to serve our community.

Qualifications

- Associates Degree (preferred)
- High School Diploma required
- Strong interpersonal and organizational skills
- Solid computer skills
- Strong written and oral communication skills
- Experience using Microsoft Excel and Word
- Clerical aptitude, accuracy, neatness, and follow through
- Ability to prioritize tasks and complete quality work efficiently



Responsibilities

- Work cooperatively with administrative team
- Perform a variety of routine school administrative office support tasks and processes including, but not limited to:
 - Processing invoices
 - Handling purchasing transactions
 - Human resources clerking, such as tracking days off and completing payroll spreadsheets
 - Data entry and form completion
- Respond to routine inquiries in a courteous, friendly manner
- Receive, sort, and distribute incoming mail and handle all outgoing mail

Human Resources Responsibilities

- Files new hire paperwork for all new employees
- Adds, updates, & maintains staff information on Constant Contact & One Call
- Forward new staff information to Registrar
- Tracks PTO days using calendar system
- Inputs ACT 48 hours
- Reviews and inventories employee files

Payroll Responsibilities

- Completes payroll spreadsheet, including
 - Number of hours worked/days off for each employee
 - Number of hours worked for hourly employees and substitute teachers
 - Days off record

Purchasing Responsibilities

- Receives purchase requests from teachers
- Organizes requests for approval signature
- Upon approval creates purchase orders
- Places orders
 - Emails, faxes, or mails purchase orders to vendors
 - Places online orders using purchase order number
 - Places orders by phone
 - Uses school credit card to place order
- Documents receipt of orders
- Catalogs purchase orders in files



- Saves receipts for credit card orders for monthly credit card reconciliations
- Receives and inventories invoices and bills on accounts payable transmittal form
- Obtains CEO/Principal signature and sends AP to Business Office on a bi-weekly basis

Student Services Related Responsibilities

- Creates monthly enrollment billing spreadsheets for school district billing (data provided by registrar)
- Inputs family income form data into spreadsheet
- Schedules field trip busing with transportation companies, obtain invoices
- Processes field trip invoices; obtain checks as needed

This role is a 25-hour per week, 5.5 hour per day (including lunch), 12 month position. Hours are 9:00 - 2:30 Monday through Friday. Meetings, open house events, and festivals outside of these hours may require your attendance.

The salary for this position is **\$24,000**. Background clearances, physical examination and TB test will be required.

Ideal candidates will have a passion for working in schools, strong self-direction, and developed sense of themselves as valued members of an educational community working with children and families.

**Resumes and letters of interest should be sent to
human resources at hr@circleofseasons.org**

Equal Opportunity Policy:

Circle of Seasons Charter School is a public school under the Supervision of the Commonwealth and equal opportunity employer. Circle of Seasons Charter School fully supports a policy of equal employment opportunity in all job classifications and this encompasses recruitment, selection, assignment, promotion, transfer, dismissal, compensation, and training of all personnel