

Job Description
Business Associate
Updated October 2025



THE LOGAN SCHOOL FOR CREATIVE LEARNING

POSITION: Business Associate

LOCATION: In-person in Denver, Colorado

About The Logan School

The Logan School (Logan) is an Association of Colorado Independent Schools (ACIS) -accredited institution that promotes the curiosities of gifted children with an approach that is as unique and individual as the children who make up the Logan community. Logan serves approximately 250 students in grades K-8 on a 13-acre campus. Here, students develop their individualized units of study, allowing personal passions and interests to drive the development of academic skills and deep critical thinking. Faculty, in partnership with families, guide students through their learning journeys and infuse [Logan's values](#) and commitment to building an inclusive community throughout the campus.

ROLE OF THE BUSINESS ASSOCIATE

The Business Office Associate is responsible for providing clerical and administrative support to the Director of Finance and Operations (DFO). This individual manages the day-to-day administrative tasks required to keep a business office running smoothly and is responsible for maintaining accurate and thorough record-keeping within the school's accounting databases. The business office associate is personable and responsive to inquiries and questions from the Logan DFO, administrative team, staff, and families.

Direct Supervisor: The Business Associate reports directly to the Director of Finance and Operations and is a 12-month, full-time, on-campus, salaried, exempt position eligible for full benefits.

RESPONSIBILITIES

Financial:

- Collect all checks, copy, and record for deposit
- Enter incidental billing (field trips, athletics, after-school, etc.) in Blackbaud Tuition Management
- Work closely with the contract accountant
- Complete accounts payable and receivable functions in Blackbaud Financial Edge
- Verifying check requests with invoices and maintaining the check log
- Balance the postage drawer and meter
- Manage school vendor and club accounts (Amazon, Home Depot, etc.)
- Collect W-9s and COIs

- Contact families that are behind on their accounts
- Support the weekly check run
- Assist with the annual audit, financial aid, enrollment, and contracting
- Complete purchasing actions
- Administer petty cash and the school credit card program
- Support the preparation of financial reports and bank reconciliation
- Support enrollment contract and deposit record keeping

Human Resources:

- Provide and process all new hire paperwork, including background checks, payroll setup, retirement plan contributions, benefit registration, etc.
- Support new employees with the onboarding process
- Track staff training completions
- Manage HR database - Paylocity
- Oversee and verify payment processing of health benefits and 403(b) contributions (Employee Navigator and TIAA)
- Assist with COBRA, benefit census information, and background checks for additional community members

Additional Duties:

- Manage the substitute program by scheduling and supporting substitute teachers; this may involve off-site work starting at 6:00 am
- Set up all student accounts in Blackbaud Education Management, Remind, and other student-related software as needed
- Track student enrollment contracts and deposits
- Interact with families who have questions about their school accounts and provide documentation when requested
- Collaborate and support the school administrative team on various school systems, including, but not limited to: Remind, Pikmykid, VisitU, Paylocity, and Blackbaud
- Provide clerical/ administrative support services such as filing, scheduling, and copying
- Collaborate with the Director of Finance and Operations and the admin team to evolve and develop electronic data management practices, including student records and transcripts
- Back-up person to the health room, front desk, student drop-off, and pick-up support
- Collect and distribute mail
- Shredding and recycling point of contact
- Other duties as assigned by the Head of School

Qualifications:

- Experience working in school, health care, or other customer-facing operations or accounting teams
- Experience with financial data entry/bookkeeping/accounting
- Bachelor's Degree preferred

Helpful Software Knowledge:

Excel, Microsoft Office, Google Suite, Blackbaud Suite including Financial Edge and Tuition Management, Paylocity, Employee Navigator, TIAA,

CULTURE, COMMUNICATION, AND PROFESSIONALISM

- Participate thoughtfully and positively in all meetings and school-wide events
- Consider various perspectives when engaging in internal (employee-facing) and external (parent and larger community) conversations.
- Attend pre-service and other professional days and school-wide events
- Attend and complete mandatory trainings, such as those on child safety and first aid.
- Attend monthly all-staff meetings and staff PD days.

Compensation

The salary range for this position is \$50,000-\$60,000, depending on experience and qualifications. Benefits include employer-paid health insurance, paid time off, retirement plan matching contributions, long-term disability, life insurance, vision and dental, and a flexible spending program. Contact the Business Office for a complete description of benefits and eligibility requirements.

Compensation is calculated based on eight hours of work and a half-hour lunch break each day. However, regular hours shall be from 8:00 AM to 4:00 PM. This only accounts for seven and one-half hours per day. The School reserves the right to request up to two and one-half hours of work per week beyond the regular hours when the workload requires it. Adequate notice (at least a day in advance and more if possible) will be given if staying beyond 4:00 PM is required.

Application Procedures: To apply, send a résumé and cover letter to employment@theloganschool.org NO CALLS, PLEASE.

Equal Opportunity Employer

The Logan School is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, sexual orientation, gender expression, national origin, disability or handicap, or veteran status.