



THE LOGAN SCHOOL FOR CREATIVE LEARNING

POSITION: Part-Time 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.

RESPONSIBILITIES

Financial

- Collect, copy, record, and deposit checks; manage accounts payable/receivable in Blackbaud Financial Edge
- Enter and manage incidental billing (field trips, athletics, after-school, etc.) in Blackbaud Tuition Management
- Manage vendor and club accounts; complete purchasing actions and administer petty cash and school credit card program
- Collect W-9s and COIs; work closely with the contract accountant
- Provide customer service for families regarding tuition and billing; follow up on delinquent accounts
- Support annual audit, financial aid, enrollment, student contracting, and financial report preparation and bank reconciliation

Human Resources

- Process new hire paperwork including background checks, payroll setup, retirement

- contributions, and benefit registration; support onboarding
- Manage HR database (Paylocity) and oversee health benefit and 403(b) payment processing (Employee Navigator and TIAA)
- Track staff training completions; assist with COBRA, benefit census, and community member background checks
- Assist DFO with substitute communications and organization as needed

Additional Duties

- Support and maintain school-wide systems including Remind, Pikmykid, VisitU, Paylocity, and Blackbaud; set up all student accounts in applicable platforms
- Provide administrative support including filing, scheduling, mail distribution, and copying
- Serve as backup for health room, front desk, and student drop-off/pick-up
- Perform 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

Compensation

The salary range for this position is \$24 to \$28 per hour depending on experience and qualifications for a 12 month duration (\$25,000-\$30,000 per year). Compensation is calculated based on four hours of on-site work per day - five days a week for a total of 20 hours. Adjusted hours may be available. This position is eligible to contribute to the 403B plan.

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.