



Office Administrator

Bear Creek Community Charter School is seeking qualified candidates for the position of Office Administrator. This is a full-time, twelve-month position. Candidates must have experience in a fast-paced, team-oriented and confidential work environment. Proven experience with Microsoft Office and familiarity with accounting and human resources functions, including payroll, procurement, accounts payable, accounts receivable, open enrollment, and general bookkeeping skills are preferred.

The following is a representative sample of some of the job functions the successful candidate will be expected to perform:

1. **Payroll:** Review time sheets and employee time off, process appropriate deductions, upload retirement plan data, enter new employee information and process routine changes, etc.
2. **Accounts Payable:** Assist with purchasing, check in deliveries, enter open invoices, make credit card payments, order materials for special events, maintain petty cash, etc.
3. **Account Receivable:** Prepare monthly invoicing, prepare and submit redirection requests, pursue collection of outstanding debts, process and deposit cash receipts, etc.
4. **Human Resources:** Maintain electronic personnel files, maintain employment application inventory, coordinate onboarding of new employees, track training and professional development, verify employment history and professional certification, coordinate benefit open enrollment, oversee employee clearances, process legal and employment advertising, assist with coordinating substitute teachers, maintain staff handbook, process tuition assistance requests, etc.
5. **Food Service Support:** Process monthly direct certification, monthly claims and annual verification process; maintain NutriKids database and Parent's Guide to Food Service, etc.
6. **Customer Service:** Greet visitors, answer incoming calls, record and check voice mail and auto-attendant greetings, accept deliveries, accept tardy students, coordinate students leaving early, etc.
7. **Visitor Control:** Implement and enforce visitor procedures, monitor closed-circuit video surveillance, etc.
8. **Student Information System:** Maintain student information system, add new student information, update information for existing students, process student graduates/withdrawals, coordinate student enrollment and admission process, etc.
9. **Programs:** Coordinate field trips, prepare and disseminate event tickets, prepare event programs, assist in coordinating educational scholarship, track and process honor roll and perfect attendance, support truancy program, etc.

10. **Scheduling:** Schedule appointments for leadership team, arrange parent meetings, maintain conference room reservations, coordinate lodging and travel arrangements, etc.

11. **Other:** All other duties as assigned.

The successful candidate must provide state and federal criminal background check and child welfare report acceptable to the School. Bear Creek Community Charter School offers full-time employees a competitive starting salary, comprehensive benefit package and a rewarding work environment.

Please submit a resume with a personalized cover letter to:

Board of Trustees
Bear Creek Community Charter School
30 Charter School Way
Bear Creek Township, PA 18702

Bear Creek Community Charter School is an Equal Opportunity Employer.