

## **Administrative Coordinator**

Cornerspring Montessori School is seeking a full-time Administrative Coordinator to support administrative and business operations of the nonprofit private school. The Administrative Coordinator handles accounts payable/receivable, payroll processing, mail processing, meeting and event support, and ordering supplies, among other responsibilities. This position requires the ability to juggle multiple varied tasks, while staying organized with a keen attention to detail and accuracy. Working in a small nonprofit requires pitching in on a variety of tasks, an ability to work effectively with all employees, and being courteous and friendly with supporters. We're looking for a self-starter with great communication skills to join our team and school community. The position reports to the Executive Director.

### **Essential Duties and Responsibilities**

Cornerspring Montessori School is looking for a reliable administrative staff member to provide comprehensive and confidential office support to the private school. Duties are varied, but a typical work day would include:

- Accounts payable and receivable data entry and bookkeeping in Quickbooks, Receiving invoices and making payments and deposits as authorized by the Executive Director, while also coordinating monthly with our external bookkeeper;
- Bi-weekly payroll processing, in coordination with the Executive Director and external payroll vendor;
- Facilitates communications between school and families; coordinates school mailings; distributes parent notices;
- General human resources clerical work, including processing new employment paperwork, assist with hiring process:
- Assist with yearly enrollment process; manages inquiries and tour schedules; communicates with current and prospective families; assists with application and acceptance package distribution including enrollment contracts and required student forms;
- Assist with fundraising and event organization and management;
- Manage office needs, including ordering supplies and arranging for mailings/shipment, research new vendors and suppliers;
- Perform other duties as needed.

## **Qualifications**

- Excellent organizational and time-management skills and ability to multitask
- Proficiency in Microsoft suite of applications and comfort using a variety of computer software is required
- Proficiency with Quickbooks accounting software
- At least 3 years clerical or administrative experience in an office setting is required
- Ability to work independently and as part of a team
- Ability to communicate effectively with a wide audience
- Must be personable and can work with children

Job offers are contingent on the verification of credentials and other information required by the employment process including the completion of a background check which includes criminal history.

## **Compensation**

\$20.00- \$22.00/hour. Generous paid vacation time according to school calendar and breaks.

## **APPLY**

Please submit a cover letter and resume to [info@cornerspringmontessori.com](mailto:info@cornerspringmontessori.com) The cover letter should include how your interests align Cornerspring Montessori School and how your background and skills make you a strong candidate for the position.

*Cornerspring Montessori School is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, religion, national origin, age, marital or parental status, disability, citizenship, sexual orientation, genetic information, or any other characteristic protected by law.*