

Business Operations Associate

Berkeley Preparatory School

Tampa, FL

Founded in 1960, Berkeley Preparatory School is a co-educational, Episcopal affiliated, independent, college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and a myriad of co-curricular opportunities.

Business Operations Associate

As a supporting member of Berkeley's Business Office Team this full-time, non-exempt, 12-month position will report to the Director of Finance and Business Operations and be charged with a combination of routine and ad hoc responsibilities. The ideal candidate will maintain strict confidentiality, possess strong organizational skills, be detail-oriented and demonstrate an overwhelming desire to gain knowledge and experience.

Representative Duties:

- Organize and file reports and essential documents
- Manage calendars for Business Office and Director of Finance
- Maintain the school's purchase order system
- Shred confidential paperwork
- Process all incoming and outgoing mail
- Prepare bank deposits
- Manage both background checks and driving record checks for school employees and volunteers
- Manage school wide employment postings
- Provide as needed support to the Human Resources Manager and the Director of Finance and Business Operations
- Other duties as assigned by the Director of Finance and Business Operations

Minimum Qualifications: The ideal candidate will have a Bachelor's degree, or a minimum of three years of experience working in a business office setting. Independent School experience is highly desired and fluency with the Microsoft Office Suite of software products is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

Compensation and Benefits:

The appointment will begin as soon as possible and is a full-time position with full benefits. The compensation package will be very competitive nationally and commensurate with experience, degree attainment, and the national independent school and college markets.

Interested Persons please send a resume and detailed cover letter to:

Tamsyn Caddy
Berkeley Preparatory School
813-885-1673
careers@berkeleyprep.org

All inquiries and nominations are kept confidential.

Berkeley Preparatory School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.