

Job Description

Title: Finance & HR Associate

Supervisor: Chief Operating Officer

FSLA: Exempt

Date: September 20, 2026

General Summary: The Finance & HR Associate provides essential administrative and operational support for the school's finance and human resources functions. This position is responsible for maintaining accurate financial and employee records, supporting payroll and accounts payable/receivable processes, assisting with employee onboarding and benefits administration, and ensuring that routine Business Office and HR processes are completed accurately, confidentially, and on time.

The ideal candidate is highly organized, detail-oriented, service-minded, and comfortable handling confidential financial and personnel information. The Finance & HR Associate works collaboratively with school administrators, faculty, staff, vendors, and families and contributes to an efficient, responsive, and professional Business Office.

Essential Job Responsibilities:

Finance

- Support day-to-day financial operations of the school
- Process and maintain accounts payable documentation, including invoices, expense reimbursements, vendor credits & credit card reconciliations
- Assist with account receivable activities, including recording payments, maintaining accurate records, and following up on outstanding balances as directed
- Assist with collection and handling of cash from daily activities
- Assist with credit card reconciliation and expense reporting
- Communicate with vendors regarding invoices, payments, account information, and routine questions
- Assist with audits and other financial reviews by gathering requested documentation
- Ensure financial transactions and records are handled with accuracy and confidentiality
- Prepare and manage state voucher billing

Human Resources

- Support the employee onboarding and offboarding processes, including paperwork, background checks, employment documentation, and system access
- Maintain accurate and confidential employee records
- Assist with new-hire documentation, including employment agreements, tax forms, required certifications, and other necessary personnel documentation
- Assist employees with general questions regarding payroll, benefits, leave, and HR procedures
- Maintain records related to employee background checks
- Assist with annual employment processes and required compliance documentation
- Support the administration of employee policies and procedures
- Prepare and maintain compliance documentation, spreadsheets and reports

- Maintain strict confidentiality regarding employee compensation, benefits, performance, and other personnel matters

Administrative Support

- Serve as a professional and welcoming point of contact for employees, vendors, and other members of the school community
- Provide administrative support as needed
- Assist with special projects, reports, and administrative initiatives
- Identify opportunities to improve efficiency, accuracy, and communication with the Finance & HR operations
- Perform other duties as assigned

Knowledge, Skills & Abilities:

- Associate or bachelor's degree in accounting, finance, business administration, human resources, or a related field
- A minimum of two-year's experience in a similar role
- Strong verbal & written skills
- Strong organizational and time-management skills
- Exceptional attention to detail and accuracy
- Ability to handle sensitive and confidential information with discretion
- Proficient in Microsoft office suite
- Excellent Microsoft excel skills
- Ability to work both independently and as a team player
- A highly energetic and enthusiastic personality, with excellent interpersonal, problem-solving, and time-management skills

Supervisory Responsibility: N/A

Mental Demands:

- Sit at a computer for extended periods of time

Physical Demands:

- Normal business office environment