



MADEIRA

Business Office Associate

Founded in 1906, the Madeira School is an independent, college preparatory, boarding and day school for girls grades 9-12. Located in McLean, Virginia on a 376-acre wooded campus, Madeira is 12 miles from the center of Washington, DC. Madeira's ambitious academic curriculum emphasizes both content and skills in the context of a college-prep liberal arts education.

The Madeira School is seeking a Business Office Associate to join its business office staff. The successful candidate will serve as the School Store Associate and assist the business office with payroll, benefits and other processes.

School Store Associate (about 60%)

- Welcome customers and assist them in finding items
- Maintain a clean, organized, and visually appealing sales floor, including restocking shelves and arranging displays.
- Answer customer inquiries regarding products, store policies, and services.
- Operate the point-of-sale (POS) system, process payments, handle returns, and manage customer transactions efficiently and accurately.
- Assist with fulfillment of online sales orders
- Assist in inventory management tasks, including receiving shipments, conducting stock counts, and reporting low stock or product discrepancies to management. Assisting in maintaining the back stock room.
- Assist with researching, sourcing, purchasing, and pricing of merchandise
- Sort USPS mail and package deliveries daily, arranging for internal package delivery; responding to inquiries from employees, students, and parents regarding mail and package delivery and shipping.
- Assist with shipping of packages.

HR and Business Office Support (about 40%)

- Complete regular HR processes and routine tasks required for programs/systems including but not limited to, payroll, benefits, background checks, applicant information, record management and database upkeep.
- Complete insurance reconciliations, working with the accounting team.
- Complete compliance processes and filings (ex. EEO-1, Medicare Part D) and workers compensation audit.
- Work with vendors and brokers to correct processing errors and answer questions.
- Assist with email and filing.
- Additional support for the business office team as needed.

Requirements

- Bachelor's degree required.
- 1-2 years of related experience preferred.
- Excellent verbal and written communication skills.

- Excellent organizational skills and attention to detail.
- Ability to handle sensitive and confidential matters with appropriate discretion
- Strong computer skills, including familiarity with databases, Microsoft Office Suite or related software.
- Willingness to work on multiple projects and continue to learn.
- Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population.
- Ability to work independently and in a team setting.

To apply, please send your resume and cover letter to hr@madeira.org. Please include your name in the file name of any documents submitted.