



## NOW HIRING: PAYROLL SPECIALIST

*Bilingual Candidates Encouraged to Apply*

**Company:** Bluum, Inc.  
**Location:** Downtown Boise, Idaho  
**Employment Status:** Full time  
**Starting pay:** \$23.00/hour  
**Benefits:** Medical, Dental and Vision insurance, HSA account with employer contributions, 403(b) Retirement Plan with 5% employer match, 3 weeks paid time off per year, paid holidays.

### WHAT WE DO

Bluum is a non-profit organization committed to ensuring Idaho's children reach their fullest potential by cultivating great leaders and innovative schools. With the help of our partners, we work to help Idaho become a national model for how to maximize learning opportunities for children. You will be joining a team of professionals whose mission is to provide quality accounting, operational and compliance support to high-quality K-12 public charter schools. Our services enable school leaders to spend less time worrying about the "back office" and more time doing what they do best – educate kids.

### JOB DUTIES

#### Payroll:

- Process and manage end to end payroll for multiple partner schools
- Maintain and organize payroll records for each school
- Prepare monthly, quarterly, and annual state and federal tax reports
- Keep detailed records for taxes and audits
- Comply with all local, state, and federal laws regarding finances, tax filings, and reporting
- Other duties as assigned

#### Skills and Qualifications:

- Excellent written and verbal communication skills.
- Excellent mathematical and analytical skills
- Understanding of payroll procedures, laws, taxes, and best practices
- Adept and confident working with technology, including intermediate Microsoft Excel skills
- Precise attention to detail, confidentiality, thoroughness, organization,
- Able to prioritize and manage time efficiently
- Initiative, follow-through, ability to work effectively with others and able to work independently
- AA Degree or equivalent post-secondary education required

**Send Resume and Cover Letter to:** Kim Esterman | Operations and Finance Manager  
kesterman@bluum.org