BERKLEY GROUP

Business Operations Coordinator
$40,000-$60,000 DOQ

Remote; Virginia Residence Required
(Blacksburg, Charlottesville, Harrisonburg, Richmond locations preferred)

Berkley Group seeks an energetic, positive, and self-motivated candidate to support the firm's financial and administrative operations and projects.

JOB DESCRIPTION

The Business Operations Coordinator will play a key role in supporting the firm's day-to-day financial and administrative operations, ensuring effective communication, and providing organizational assistance across various projects. Work is performed under the oversight of Chief Financial Officer and directly supports the company's leadership team.

ESSENTIAL FUNCTIONS

- Regular, reliable availability.
- Assist in the preparation and delivery of invoices to clients.
- Provide support with AP/AR payments and operations; assist with reviewing, validating, and tracking timesheets and payroll deductions (HSA, 401k).
- Support expense reporting, reimbursements, and vendor invoice processing.
- Develop and refine internal and external communications to ensure clarity, engagement, and accuracy.
- Serve as primary contact with managing/renewing state business licensures across multiple states, jurisdictions, and localities.
- Assist with annual budget preparation; maintain organized financial documentation and filing.
- Coordinate and manage the design and ordering of office and marketing supplies and materials.
- Create polished final deliverables, such as reports and presentations, for internal and external audiences.
- Set up, schedule, and coordinate meetings, including virtual and in-person sessions.
- Maintain company files, records, and calendars.
- Coordinate travel arrangements, including booking flights, lodging accommodations, event registrations, and transportation.
- Assist with basic financial reporting and month-end activities.
- Assist with posting on various social media platforms and website management.
- Handle and maintain sensitive and confidential documents and information.

- Provide general administrative support for the company.
- Support ad-hoc projects requested by the CFO or leadership team.
- Perform other duties and tasks assigned.

KNOWLEDGE

- Principles and practices of administrative support in a professional setting.
- Proficiency in Microsoft Office, Adobe Products (such as InDesign), QuickBooks, and other web-based tools.
- Familiarity with social media platforms and website management.

SKILLS

- Highly detail-oriented with strong accuracy.
- Exceptional organizational and time management abilities to handle multiple tasks simultaneously.
- Creative problem-solving skills to address project needs and propose new ideas.
- Strong interpersonal skills to collaborate effectively with team members and clients.

ABILITIES

- Ability to handle sensitive personnel and client financial information with professionalism and confidentiality.
- Able to work both independently and collaboratively with a team, remotely.
- Follow standard operating procedures and company policies.

EDUCATION & EXPERIENCE

High school diploma or equivalent with 3-5 years' experience working with administrative, finance, operations, or office management preferred or any equivalent combination of education, experience, and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Must have a strong understanding of invoicing, billing cycles, and payroll. Experience in a consulting or professional environment is a plus. Proficiency and experience with QuickBooks is preferred. Experience with Microsoft Office, especially Excel, Teams, and SharePoint, social media, website management, and Adobe InDesign is desired.

Berkley Group offers health and dental insurance, 401(k) plan, HSA Account, Paid Time Off, and paid holidays.

HOW TO APPLY

Submit a cover letter, resume, salary expectations and three professional references to Jenelle Richards at jenelle.richards@bgllc.net. This position is open until filled.

Berkley Group is an Equal Opportunity Employer.