



Office Manager / Administrative Assistant

Department: Operations
Job Title: Office Manager/Administrative Assistant
Reporting to: Director
FLSA Status: Non-Exempt/Hourly

Job Summary:

Essential Duties and Responsibilities:

- Creates files for all new children in an accurate and timely manner and monitors files for shot records.
- Performs account reconciliations including weekly billing, registration fees, annual supply fees, etc.
- Posts checks, sends out past due notices and makes calls on outstanding balances.
- Maintains accurate attendance records by ensuring all children are checked in and out, monitoring VPK children for absentees and ensuring all doctor notices and records are in order.
- Provides follow up communication to include return calls and emails to prospective parents.
- Makes courtesy calls to children who have been absent for two (2) or more days.
- Monitors and prepares monthly JCC and School Readiness paperwork for review by Director.
- Schedules and records all monthly fire drills.
- Ensures all health and fire permits are monitored and current.
- Maintains schedule including review of requests for time off and lunch breaks to ensure adequate teachers to staff building.
- Coordinates weekly memos with director and submits for proofing after typing.
- Ensures teachers have all copies needed for week including cleaning list.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Prior experience and a high level of proficiency utilizing Microsoft Office software to prepare correspondence, develop reports, utilize spreadsheets and create presentations preferred.

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Knowledge/Skills/Abilities:

- Customer Orientation – able to personally provide high level of cheerful, interactive service to take care of the needs of children and parents while following Center procedures.
- Team Orientation & Interpersonal Skills– highly motivated team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic and tactful manner.
- Organization & Time Management – able to work independently with minimal supervision, planning, scheduling and organizing professional schedule to complete actions within established deadlines, handling multiple priorities with strong attention to detail.
- Systems & Software – proficient knowledge of Microsoft Office software applications.

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified above)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
X	Standing for extended periods		Lifting/carrying more than 20 pounds various items
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing
	Other (List):		Other (List):
Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature			Date