

# ASBURY PRESCHOOL

## *Business Manager/Office Assistant Job Description*

**QUALIFICATIONS:** The business manager must be at least 21 years of age and have either formal education or job experience in bookkeeping techniques and general computer skills. The business manager must show integrity in past employment and/or schooling. Experience in budgets, spreadsheets, and QuickBooks is necessary in the day to day responsibilities of this job. An ability to work with the Treasurer of the Asbury Preschool Board of Directors and the Preschool Director as well as interaction with parents, staff, and students is also part of the day to day routine of this job. This position is a school year and part-time.

**RESPONSIBILITIES:** Responsibilities will include, but not be limited to, the following:

- Attend all staff meetings.
- Meet with the Preschool Board Treasurer as needed.
- Collect all fees including enrollment, tuition, and any late payment fees.
- Supervise the timely payment of tuition and notify Director of families that are delinquent.
- Maintain tuition payment records.
- Make bank deposits and prepare paid invoice records.
- Maintain petty cash records and disburse funds to staff members for expenses.
- Inform Director of spending patterns on a monthly basis.
- Give receipts for child care credit to parents who request them.
- Assist the Director in general office duties, such as filing, copying, telephone, maintaining student and staff records to meet licensing and accreditation guidelines.
- Assist visitors to the program, giving tours, and answering questions.
- Support Designated Administrator in absence of director.
- Assist director in preparation of license renewal records such as immunizations.
- Complete I9 and other forms related to new employees as required by law.
- Assist director in reviewing children and staff files for compliance with state agencies.
- Assist director with payroll and print checks in a timely manner.
- Prepare W-2 forms for all Preschool Employees and complete yearly tax filing.
- File quarterly tax reports
- File monthly withholding with state and federal government.
- Reconcile credit card statement monthly and schedule payment.
- Calculate staff salaries based on days and hours scheduled to work.
- Prepare checks for disbursements.
- Arrange for the proper signing and distribution of checks and payment of bills in a timely manner.
- Prepare monthly financial statements for Board approval.
- Reconcile Bank statements and provide monthly report.
- Report sales tax amount to Church Administrator on a bi-annual basis.
- Assist Treasurer with any other information or reports that are necessary for the proper financial operations of the Preschool.
- Prepare records for annual audit.
- Protect the privacy and confidentiality of children, staff, and parents at all times.

**Please submit your resume and references to [asbury.preschool@gmail.com](mailto:asbury.preschool@gmail.com)**