A basic assumption is that the Office Manager will assist the Director in coordinating and organizing the day-to-day operation of the program. Accordingly, this job description will address the managerial bookkeeping skills required of the Office Manager.

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| **Program Management** | **Program Bookkeeping** |

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| Office Manager will maintain accurate records of:* Paperwork for ODJFS Licensure as needed
* Policies and procedures ODJFS licensing
* Required posters of emergency drills ODJFS
* Staff files for ODJFS Licensure
* Student files for ODJFS Licensure
* Student file expiration awareness ODJFS
* Written policies/procedures including hours of operation, holidays, guidelines for illness, facility safety features
* Special needs of children (allergies, illness, medical conditions)
* Digital files: Handbooks, Forms
* PROCARE software
* Website features and social media as needed
* Photo documentation
 | Office Manager maintains accurate, detailed records of: * Billing/Invoicing for monthly payments
* Bank account oversight
* Bank deposits
* Supply orders, teacher orders
* Categorization of purchases and receipts
* Inventory, reordering as needed
* QuickBooks entries
* Payroll preparation
* Scholarship information
* Tuition discounts
* Short- and long-term budgets for presentation to the Board of Directors with Director
* Tax status, liability, BWC and reporting requirements, seeks professional help as needed
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| The Office Manager implements effective *strategies* to:* Communicate with TVCA Director, TVCA Board Treasurer and TVCA Board for accountability
* Help manage program transitions from school year to school year
* Support TVCA Director with business aspect of running the Academy
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Tri-Village Christian Academy Office Manager Qualifications

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| * Work experience with records management, bookkeeping and financial data, previous experience as a bookkeeper/office manager preferred
* Exceptional attention to detail
* Strong organizational and time management skills
* Ability to prioritize tasks in fast-paced environment
* Must be driven and a self-starter
* Strong problem-solving skills and analytical abilities
* Excellent communicator with interpersonal skills
* Must be proficient with Microsoft Office programs and Google products
 | * 21 years of age, clean BCI/FBI
* Character references
* Possess strong Christian faith and be a member of bible-based church, attending Sunday worship at least 75% of time
* Complete TVCA application packet
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