

Office Coordinator

The following job description shall serve as a guideline for this person's duties, although it may not be inclusive of all work pertaining to this position.

QUALIFICATIONS:

The Office Coordinator must meet the following minimum requirements: Bachelor's Degree and 3-5 years of relevant work experience preferably in a school office setting. In addition, excellent skills with Microsoft Office Suite and the ability to learn new software and processes.

REPORTS TO:

Preschool Director

OFFICE and FINANCE:

The Office Coordinator will handle matters of tuition processing, tuition assistance, accounts payable when applicable, and assisting in long-term financial planning for the preschool along with the Preschool Director. This person must be flexible, able to think independently, take direction from others, be accurate with a keen attention to detail, on time, demonstrate a team mentality, and able to handle multiple projects simultaneously. Additional requirements include and are not limited to:

- Works with Preschool Director and administrative team in annual budget planning. Assists in preparing annual budget, and is able to manage budget forecasting, regular adjustment and reconciliation.
- Assists with providing accurate accounting for all fundraising activities of the Preschool. Accurately tracks contributions, sales, and expenses and prepares financial reports as needed on a weekly basis for Preschool Director.
- Organizes and maintains records for monthly credit card statements for Preschool Director and Assistant Director and provides to finance department
- Assists management with any assignments on an as needed basis.
- Professional Attitude and Appearance.
- Must possess excellent customer service skills.
- Possess a working-knowledge of computer systems and navigating on a server to create, save, and pull up various documents. Experience with various systems

preferred, and understanding of implementation of potential new computer systems for accounting, budgeting, and general record keeping.

- Handle billing communication with outside vendors for extracurricular, field trips, etc.
- Oversee front desk including but not limited to phone calls, teacher assistance, copying, faxing, and scheduling
- Coordinate substitute teacher schedule and teacher break schedules
- Assist with inventory of office and classroom supplies and order placements

ADMISSIONS EFFORTS:

- Schedule and assist on all tours for prospective families
- Process applications
- Maintain Tadpoles database
- Assist in preparing Admissions Letters and Admissions Forms for each family and administer mailing
 - Work with Communications Department to update all application information and printed materials relating to tours and admissions
- Publicize the program through various outlets
- Coordinate all enrollment efforts of the Preschool in all of its programs
- Manage communication with families regarding re-enrollment for the following year (DECEMBER-JANUARY)
 - Process re-enrollment forms
 - Create classes in database based on schedules and teacher recommendations and ensure all daily ratios are met
 - Input all Enrollment Contract data for each family
 - Oversee Enrollment Contract/Paperwork mailing
 - Receive and monitor all schedule change requests
 - Serve as first point of contact at Preschool front desk
 - Manage clerical work for the Preschool (Including but not limited to assembling of packets, preparation of reports, copying, faxing, data entry)
 - Work closely with Communications Department with all Preschool promotions, printed materials and as needed

PHYSICAL DEMANDS & WORKING CONDITIONS:

- Must have the ability to lift and carry children aged 12 weeks to 6 years old as well as some equipment
- Must have ability to spend time sitting on the floor and working at a child's level.
- May come in contact with children who are ill and/or contagious.
- May need to assist in toileting and pediatric first aid.

