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.

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

|  |  |
| --- | --- |
| 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 |
| 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 | |

Tri-Village Christian Academy Office Manager Qualifications

|  |  |
| --- | --- |
| * 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 |