

POSITION DESCRIPTION

JRC Learning Center Office Assistant

JOB SUMMARY

The Office Assistant position features a blend of duties including billing, payroll, data collection, ordering and tracking of various programs. This person is able to work independently with minimal supervision. Communicates with families. Works with the Learning Center administrative team, and the JRC accounting/finance department.

Reports To: Program Director and coordinates with the Accounting/Finance Department

EXAMPLES OF ESSENTIAL WORK

Billing

- Enter family billing in Procure on a weekly basis, update as needed
- Update family data in Procure as needed
- Apply absent days in Kinderconnect on a weekly basis, and maintain absent days spreadsheet on a weekly basis as well
- Reconcile attendance between Procure and Kinderconnect weekly. Make any adjustments and/or changes as needed. Insure all attendance is approved on time by parent(s) in order for the finance department to submit to the State timely
- Track family vacations on spreadsheet
- Tracking of JOBS authorization paperwork
- Tracking of other revenue sources
- Tracking authorization for subsidized care
- Contact JFS caseworkers as needed
- Communicates and/or meets with parents / caregivers as needed for authorization and other billing matters. This could include things such as payment plans, late fees, etc.
- Track payment balances and payment history
- Submit delinquency payment notices to JOBS
- Write termination notices to families
- Submit notices to JFS when families pay their fees
- Scan and email Credit/Attendance agreements to the finance department
- Set up tuition express for families
- Run weekly deposit reports and communicate with Finance Department regarding this.
- Oversee Petty Cash

Payroll

- Audit employee time cards on a regular basis and make necessary adjustments
- Enter additional paid hours into Procure on time, such as holidays, training hours and Leave of Absence (LOA) time
- Prepare employee time cards for the Director to review. Obtain employee's signature on timecards and submit time cards with LOA and necessary notes to the finance department within designated time.

Data Collection

- Track weekly child attendance by age group and program; prepare weekly attendance statistics
- Track race, ethnicity, gender, and income
- Track family unit...i.e. foster family, traditional, etc., and child's guardianship (grandparent, aunt, other relatives or persons, etc.)
- Track EHS program using the ChildPlus software program and communicates with EHS managers as needed

CACFP (Child and Adult Food Care Program)

- Responsible to be aware of program updates as applicable to position
- Review Income Eligibility Forms and enter onto Master Sheet
- File Income Eligibility Forms into folders
- Ensure current forms are on file and expired or unenrolled is removed and placed in child's file.
- Enter meal counts for all classes into Procare
- Manage the CACFP time logs and submit to finance on a monthly basis

Ordering

- Orders all office supplies
- Orders building cleaning supplies. This includes paper towels, toilet paper, chemicals, etc.
- Orders classroom supplies
- Track expected orders; handle any necessary issues
- Track invoices on spreadsheet and give to Director to review on a weekly basis

Perform other duties as assigned; participate in quarterly meetings as needed

Education, Knowledge and Experience

- High School diploma required. Associates Degree or higher preferred.
- Experience or knowledge of accounting, bookkeeping, business management and/or business administration is a plus
- Proficient in Excel, WORD and Outlook
- Must attend continuing training classes designed to broaden professionalism, education and skill as needed.

Additional Knowledge, Skills and Abilities

- Knowledge of Job & Family Services Licensing as well as knowledge of Step Up to Quality requirements
- Knowledge of office equipment; Computer savvy
- Responsible to provide proficient and confidential secretarial, clerical and administrative support
- Analytical and problem solving; Attention to detail and organized; Ability to create reports

Personal Requirements

- Professional in appearance, attitude and ability
- Excellent human relational/customer service skills
- Respect confidentiality of each child and his/her family
- Treat children, parents and staff members with dignity and respect
- Skill in time management and organization
- Effective listening skills; professional communication both verbal and written
- Ability to align with the goals of the administrative team and agency

Working Conditions

- May be required to lift, carry and manage equipment and supplies
- May spend long hours sitting and using office equipment and computers
- May be involved with a number of projects at one time or interrupted frequently
- May need to answer the phone
- May find the work environment to be noisy and will need excellent organizational and time and stress management skills to complete required tasks

Job Description Acknowledgement I have received, and reviewed, and understand the job description for the Office Assistant position. I further understand the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of an Office Assistant. All duties of the Office Assistant position will be covered during training and/or "hands-on" portion of the position training. I understand I am responsible for the satisfactory execution of the essential functions described therein, under any, and all conditions as described.

X _____
Employee Name (Please Print)

X _____
Employee Signature Date

X _____
Learning Center Director Date