



Position Title	Department	Reports to
Administrative Assistant for Finance/Bookkeeper	Pearce 4 Kids Administration	Pearce 4 Kids Executive Director
Employment status	FLSA status	Effective date
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	

Position Summary

The Administrative Assistant for Finance/Bookkeeper is responsible for managing the financial details of Pearce 4 Kids Child Care Center.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Financial Responsibilities and Duties:

- Prepare and issue accounts receivable invoices for childcare tuition for all Pearce 4 Kids programs
- Receive tuition and registration payments
- Record payments and prepare bank deposits.
- Process billing for tuition on a weekly, monthly, or seasonal basis as needed
- Generate statements upon request for day care, flex benefit plans, and tax purposes. Process and invoice new registrations
- Enter and manage all accounts payable invoices
- Print checks, as needed
- Record payroll information received from Pearce Bookkeeper
- Submit monthly reports for Pearce Finance Director and Treasurer
- Compile data and drafts budget for Board presentation and daily use
- Monitor monthly financial activity and report concerns as appropriate. Work with vendors, comparing quotes with the Executive and Facilities Directors
- Print monthly financial reports/reviews
- Communicate with parents via letter, phone, communication software or email with billing concerns
- Track attendance and services billed to Department of Social Services for monthly reimbursement
- Complete 1099 forms annually

Office Responsibilities and Duties:

- Provide support to staff by preparing necessary forms or letters for families.
- Perform other duties as assigned

Qualifications:

- Comprehensive understanding of Quickbooks, Microsoft Office software, Google programs and database software
- A desire to serve the Pearce 4 Kids families and further the mission and vision of Pearce 4 Kids Child Care Center
- A lifestyle that matches the vision and mission of Pearce 4 Kids Child Care center
- Strong organizational, communication, and multitasking skills.
- Bachelor's degree in Business Administration or related field preferred

Physical Demands

- Ability to sit for extended periods due to the nature of the work. Frequent keyboard use. Ability to lift up to 30 pounds as needed for office-related tasks.

Evaluation and Compensation

The Administrative Assistant for Finance/Registrar reports to and will be annually reviewed by the P4K Executive Director. Compensation is reviewed annually by the Pearce 4 Kids Executive Director and Assistant Director of Finance, submitted to the Pearce Church Board for approval.

I have read and received a copy of my job description. I understand this description in no way states or implies these are the only duties to be performed by the employee of this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirement may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

Reviewed with employee by:

Signature: _____

Name and Title: _____

Date: _____

Received and accepted by:

Signature: _____

Name and Title: _____

Date: _____

Pearce Church/Pearce 4 Kids is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

☐ Employee Copy

☐ Signed Copy to Employee File