



### **First United Methodist Co-op Preschool**

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First United Methodist Co-op Preschool Fort Collins is accepting resumes for Bookkeeper/Administrative Assistant to work in conjunction with the Preschool Director. This is a part time position. Working an average of 10 hours per week, this position is paid a monthly salary of \$575. Partial childcare is included on site for varying hours. Deadline for resumes is February 28, 2019.

- Job type: Part time, 10 hours per week
- Salary: \$575 monthly

#### ***Qualifications***

The qualified candidate for this position will have basic accounting skills and good organizational skills. Familiarity with Quick Books Pro, spreadsheets and word processing is a must. The person selected for this position should be competent in Word, Excel, Access, Power Point, Publisher and Social Media.

#### ***Benefits***

This position, based on the school calendar, is estimated to be 10 hours a week in August– May and reduced hours in June and July. Weekly schedules can be flexible as determined by Director. Cost-of-living increases are given when approved by the Parent Advisory Board.

#### ***Bookkeeping Responsibilities***

This portion of the role is responsible for tuition collection, bill payment, basic bookkeeping, and budget preparation. This person will attend all PAB meetings and be a non-voting member of the PAB.

- Prepare annual Budget
- Project Tuition and salary increases yearly, present to PAB for approval
- Set up each year in QuickBooks
- Attend monthly PAB meetings (times determined by PAB)
- Prepare monthly payroll

- Prepare and present budget and expense statement to monthly PAB meeting
- Provide budget and expense statements to FUMC
- Pay outstanding bills
- Prepare Tuition statements
- Collect and enter Tuition into QuickBooks
- Collect Debit receipts and enter into QuickBooks
- Reconcile monthly bank statement
- Manage bank and investment accounts

### ***Administrative Responsibilities***

- Assist the Director in basic office duties as assigned
- Assist with Registration
- Assist the Director in data entry and maintaining the enrollment database
- Produce lists, labels, reports from the database
- Assist the Director in maintaining childrens' files
- Assist the Director in reviewing immunizations. Take Colorado State Immunization course
- Attend August and May Parents Meetings
- Assist the Director and Teaching staff in navigating Colorado Professional Development System
- Assist the Director in email and phone correspondence
- Assist the Director in creating Workday sign up calendars
- Assist the Director with parent volunteer background checks
- Maintain Inventory lists
- Attend Board Meetings