

Office Administrator

Supervisor: Director

More details about the responsibilities and requirements of the position may be found in the Treehouse Office Procedures Guidebook.

General Responsibilities

1. Provide support for the director and teaching staff as needed.
2. Coordinate with staff and director for support needed.
3. Interact with parents and children with a caring and loving attitude.
4. Refer all parent and staff matters and concerns to the director.
5. Interact with prospective families answering basic questions, scheduling tours
6. Manage employees' health benefit program.
7. Attend monthly staff meetings and record minutes.
8. Attend and participate in all required functions and activities as stated in the Personnel Policies found in the Staff Handbook.

Office Responsibilities

1. Maintain professional front office. Keep conversations short with parents.
2. Answer telephone calls, transfer calls and take messages as needed.
3. Maintain filing.
4. Maintain all school records in compliance with state requirements, including but not limited to:
 - a. Preparing one file per student with all appropriate forms.
 - b. Keeping accurate immunization records on blue state form.
 - c. Maintaining all Emergency Cards as applications are received with copies given to the appropriate people.
5. Maintain personnel files with appropriate required documents.
6. Keep sufficient supply of application packets and other important documents.
7. Maintain databases for students and staff; prepare class lists, address lists, staff list.
8. Prepare communications for teaching staff & director; notices, letters, memos, etc. – all to be approved by the director.
9. Publication of Staff Handbook, Parent Handbook, Staff Directory, Treehouse Brochure, Treehouse News, monthly newsletters and calendar for each class, etc.
10. Update web site and answer email.
11. Have a servant's heart.
12. Keep the office door open at all times.

Qualifications

1. Confidentiality - must demonstrate sensitivity and ability to keep all office communications confidential.
2. Love children - must display a caring attitude toward children and their families.
3. Computer literacy in word processing, working with spreadsheets, databases, desktop publishing, basic web publishing, excel, email correspondence.
4. Excellent communication skills. Ability to communicate professionally in writing, over the telephone and in person.
5. Assist the director in sending memos/newsletters/letters to parents.
6. Bookkeeping - ability to maintain accurate bookkeeping.
7. Flexibility - must demonstrate flexibility, ability to work well with various interruptions.
8. Team-oriented worker
9. Able to handle stress
10. Be flexible and willing to go above and beyond the call of duty when needed

Financial Responsibilities

The church shall maintain bank accounts and financial records. The Treehouse office manager shall maintain accurate records of receipts and operating disbursements. All records shall be subject to audit as a part of the periodic audit of the church financial records and accounts.

1. Maintain accurate records of registration fees, tuition payments, and fees for extra hours.
2. Receive and record all payments.
3. Prepare weekly bank deposit. Make deposits if necessary
4. Prepare monthly billing for extra hours.
5. Prepare statements for late payments.
6. Reconcile monthly operating expense account; prepare monthly statement for the church.
7. Prepare itemized monthly income report for the director and the Treehouse Board.
8. Coordinate with the Church Bookkeeper/Treasurer when needed for financial matters.
9. Maintain receipts of all purchases