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**Family Child Development Center**

**Bookkeeper/Office Manager**

Family Child Development Center (FCDC) is a community based nonprofit child care center and preschool program. It is our goal to provide children an early learning experience that support's their individual needs by meeting children where they are at and creating active partnerships with parents and families.

FCDC is looking to hire a part or full time Bookkeeper/Office Manager to help support our administrative team in conducting bookkeeping and finance related tasks. The ideal candidate would be comfortable working in an early learning setting and available for 32 to 40 hours a week from 8-4 pm or 8-4:30 pm. Responsibilities would include working on site to conduct bookkeeping tasks and to help manage the center office including occasional support of classroom and staff needs. An alternative schedule may be available for the right candidate with the maximum weekly hours of 20 hours per week, working primarily to conduct bookkeeping tasks both on-site and remotely 2-3 days a week.

Candidates must be proficient in QuickBooks, Microsoft Office including Word and Excel and using the Internet. In addition, experience with and capacity to help the center transition to QuickBooks online will be important.

**The ideal candidate must have:**

* Strong understanding and application of basic accounting principles.
* High level of organizational skills with specific focus on attention to detail.
* Excellent interpersonal and communication skills both written and verbal.
* Candidates must be trustworthy and able to maintain customer and employee confidentiality.
* Ability to problems solve, exercising good judgement and discretion to financial and center related business.
* Ability to work in a busy child care setting, working effectively with center families, employees and administration.
* Flexible schedule as this position may require extended hours or occasional staff meeting attendance.
* An Associates or Bachelor’s Degree is helpful but not required.

**Financial Responsibilities**

* Manage the day-to-day financial operations of the center in partnership with the Executive Director. Day-to-day operations include:
  + Accounts Receivable—tuition, service contracts, collection efforts
  + Accounts Payable—invoice maintenance, check preparation and distribution
  + Preparation of deposits, check recording and bank balance information
  + Payroll processing—calculation of staff hours, preparation of payroll, submission to payroll service, review and reconcile payroll checks prior to distribution
  + Maintenance of financial software, including entry of financial activity
  + Maintenance of vendor relationships
* Assist in the preparation of financial-related information requests (IRS, insurance companies, retirement benefit program, bank loans, auditors, etc.).
* Participate in the preparation and continuous review of the center’s annual operating budget.
* Prepare financial reports to our board or directors and funding sources as required.
* Assist families with finance-related needs and maintain their ACH accounts for auto debits of tuition.
* Manage online banking activity.

**Administrative Responsibilities**

* Maintain positive relationships with families, communicating any concerns or issues to the Executive Director.
* Complete Hennepin County reporting forms, including a record of expenses.
* Maintain employee benefit log.
* Administer and manage medical, dental, and retirement benefit programs for personnel.
* Complete annual directors and officers insurance coverage application.
* Complete annual audit for worker’s compensation insurance.
* Assist Executive Director in the annual renewal of worker’s compensation and general liability insurances policies.
* Provide direction of incoming phone calls and conduct other miscellaneous office projects as needed.
* Other duties as assigned by the Executive Director.

To apply, submit your resume and letter of interest through Indeed.