



JOB DESCRIPTION

POSITION TITLE: Business Coordinator

SALARY: \$20.00/hour

HOURS OF WORK: FT – 40 hours/week

FLSA: Non-Exempt

REPORTS TO: Director

SUPERVISORIAL RESPONSIBILITY: None

ORGANIZATION INTRODUCTION:

The Sandbox Childcare Center is a program under the 501(c)(3) nonprofit organization Raise & Shine which has a mission to foster the healthy development of children in Northern California. The Sandbox supports this mission through its efforts to provide quality childcare in Ukiah through partnerships with FIRST 5 Mendocino, Mendocino County Health and Human Services, CalWORKs and more.

POSITION SUMMARY:

Business Coordinator oversees all fiscal/business matters as they relate to The Sandbox. The Coordinator assembles and analyzes information and data and uses independent judgment in completing activities and operates under general supervision. He/she would also manage daily office operations, assisting with data entry, answering client's requests for forms/information and provide general office upkeep/image maintenance. He/she pursues funding sources and contracts as appropriate to maximize use of The Sandbox and assist more families to be self-sufficient. He/she provides administrative support to the Director and the Board in our mission to foster the healthy development of local children. He/she implements special projects for the agency, including representing The Sandbox and the Raise & Shine Board of Directors (Board) with community partners, and performs related duties as required.

RESPONSIBILITIES AND DUTIES:

Fiscal Responsibilities:

- Manages all financial accounts for The Sandbox in compliance with GAAP accounting procedures and all legal and ethical requirements;
- Develops, tracks, monitors, and reports on budget and grant funding;
- Monitors, adjusts and approves time keeping for all staff throughout the pay period;

- Process payroll at the end of each pay period, including entry into accounting software;
- Maintains accurate payroll records for all payroll transactions;
- Handles A/P, A/R, and human resource functions related to payroll and benefits;
- Manages contracts with funding partners and outside agencies;
- Maintains accurate records, contracts, and databases;
- Assist in center in operating within budget, including both the center and food program;
- Processing and monitoring daily and monthly bookkeeping transactions such as accounts receivable and payable;
- Preparing and posting monthly closing journal entries;
- Preparing monthly reports on the status of budget and a year-end budget analysis;
- Collecting and depositing enrollment fees and tuition;
- Purchasing equipment and supplies in accordance with Raise & Shine Fiscal Policies and Procedures.
- Pursuing other funding sources through grant writing, fundraising, and public relations;

Center Operations:

- Working cooperatively with the Director and the staff for smooth center operation. This includes assisting teaching staff, families, and volunteers as it pertains to administrative operations;
- Greeting visitors and parents;
- Answering phones; paging staff;
- Maintaining proper logs; typing, filing, copying, as needed;
- Assisting with volunteer and/or staff orientation as it pertains to Human Resources and Payroll;
- Conducting other duties as assigned.

POSITION REQUIREMENTS:

Minimum Qualifications:

- Experience in a professional office environment.
- An intermediate knowledge of Quickbooks which would require training in only organizational policies and procedures;
- Working knowledge in Word Excel and Outlook. Familiarity with Access, Publisher, and PowerPoint;
- Ability to type 50 WPM on a QWERTY keyboard;
- Works effectively under pressure and can handle multiple assignments and interruptions;

- Strong organizational and prioritization skills;
- Takes initiative while maintaining regular work routines and production;
- The ideal candidate will exhibit the following strengths: communication, empathy, entrepreneurship, focus and responsibility.
- Ability to relate positively to young children, parents and staff;
- Works well in a team.

Education and Experience:

- An Associate's Degree in Business Administration or Management, Accounting or a related field of study and;
- Two (2) or more years of work experience in business administration, bookkeeping, payroll or a related field or;
- Any combination of education and experience that would provide the knowledge and abilities to successfully complete job responsibilities.

Certificates, Licenses, Regulations and Pre-Employment Requirements:

- Must pass Criminal Background Live Scan prior to employment and report any criminal conviction thereafter within 48 hours.
- Must successfully complete pre-employment physical and obtain T.B. clearance prior to employment and every 4 years thereafter.
- Provide proof of typing speed;
- Possess and obtain upon employment, a valid California Driver's License with a clean driving record;
- Provide and maintain proof of automobile insurance;
- Provide proof of eligibility to work in the United State of America.

Work Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office in a Child Care Center requiring concentration in a busy environment with a moderate to loud noise volume depending on the days activities;
- Occasionally exposed to outside weather conditions;
- Driving a vehicle to conduct work as assigned by the position.
- Drug/Substance abuse free environment, including all alcohol, cigarettes, marijuana or other drugs.

Language Skills:

- Ability to read and interpret documents;
- Ability to write routine reports and correspondence;
- Ability to speak effectively before the Board of Directors, staff and clients.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all unites of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percentages.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting, standing, walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reach overhead, pushing, pulling and moving, lifting and or carrying up to 40 lbs. to waist height.
- Use hands to type, use a mouse, finger, handle and/or feel;
- Occasionally required to climb;
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without corrective lenses.

Pre-Employment Requirements:

- Must pass Criminal Background Live Scan prior to employment and report any criminal conviction thereafter within 48 hours.
- Must successfully complete pre-employment physical and obtain T.B. clearance prior to employment and every 4 years thereafter.
- For work related driving, must have a valid driver's license, verifiable good driving record and access to a vehicle with insurance that names the employee as the driver.

To Apply:

Submit your cover letter and resume to Jenna Flesch via email
jenna@mendochildren.org

Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Date

Printed Name

I certify that this job description is an accurate description of the responsibilities assigned to this position.

Supervisor's Signature

Date

Supervisor's Title