

NORTH TAMPA CHRISTIAN

explorers



POSITION: Administrative Assistant

Qualifications:

- Must have a Four year degree in a related field
- Must have 1+ years of experience in administration/bookkeeping/ billing.
- Must have the ability to complete the 24 hour DCF courses by the end of their first year of employment.
- Must be able to lift up to 35lbs
- Must have proficient Computer skills
- Must be able to work well as a team and take direction.

Responsibilities: Will include but are not limited to the following:

- Occasionally act as a floater, assisting in classrooms of any age and covering breaks if needed.
- Have a friendly and approachable demeanor with children, staff, clients, and anyone who enters/calls our center.
- Maintain confidentiality Keep accurate records of all financial information of the center.
- Answer phone calls and questions concerning financial issues.
- Take care of billing issues in a timely manner.
- Take care of accounts receivable and accounts payable in a timely manner
- Keep inventory of all bookkeeping supplies, ordering more when needed.
- Keep ahead of overdue accounts and takes proper action.
- Make sure all financial reporting is done correctly on time
- Be a Resource and Aid to the teachers assisting in classrooms as needed.
- Keep financial accounting records up to date
- Help monitor afternoon and evening ratios
- Cover lunch breaks
- Assist the program coordinator in the following areas:
 - Answering phone calls and questions from parents and visitors.
 - Prospective Client Tours
 - Miscellaneous Office Work

Upon Employment:

- Must meet all NTCE and local, state or national requirements.
- First Aid training, as required.
- Must complete all necessary company employment and payroll forms. All new employees will have a fingerprinting and/or criminal investigation report completed.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____