

First United Methodist Church Plano, Texas
Position Description
Weekday Program Business Manager

Staff Classification

Full-time support staff
Exempt

Position Overview

All employees at the Weekday Program are expected to provide a Christian environment that is safe, warm and nurturing. This environment should enhance self-concepts, encourage independence, and respect individuality. Employees are expected to create a classroom experience that will help the child to grow socially, physically, emotionally, intellectually and spiritually. The NAEYC Code of Ethical Conduct should be followed at all times.

As a representative of FUMC Weekday Program, employees are expected to adhere to the philosophies and policies established by the Weekday Program Board, the Texas Department of Family and Protective Services, Texas Workforce, and the National Association for the Education of Young Children.

The Office Manager of the Weekday Program is responsible for maintaining all office operations of the school including financial operations, supply management, facility operations, vehicle operations, and office flow of the Weekday Program.

Major Responsibilities

1. Manage all financial operations for the Weekday Program, including:
 - a. Accounts payable and accounts receivable
 - i. Creating invoices for all services provided.
 - ii. Collecting and depositing all monies received.
 - iii. Maintaining records of all financial transactions and current balances in all Weekday Program bank and money market accounts.
 - iv. Maintain each students' enrollment status and billing requirements.
 - v. Manage Child Care Services, NAACRA, and Special Needs family funding reimbursements including assigning receivables, tracking attendance, and reporting to agencies when needed.
 - vi. Work with collections agency when necessary.
 - b. Payroll responsibilities
 - i. Creating and maintaining all payroll transactions
 - ii. Maintaining time in timeclock management system.
 - iii. Tracking Paid Time Off for staff
 - iv. Prepare annual W-2s for all staff.
 - c. Creating financial reports to be provided to the Weekday Program Board, Finance Committee, and the Senior Pastor.
 - d. Creation and implementation of the annual budget with consultation of the Weekday Program Director and Weekday Program Board.
2. Manage supplies.
 - a. Checking needs and purchasing all supplies
 - b. Purchasing supplies
 - c. Work with equipment and services vendors
3. Manage school facility needs in conjunction with the church Facilities Manager.
4. Maintain WP owned vehicle fleet
 - a. Driving midi-buses
 - b. Keeping vehicle records current
 - c. Supervising maintenance and repairs
 - d. Managing use by church ministries
5. Meet or exceed all Minimum Standard Rules of the Texas Department of Family and Protective Services and National Association for the Education of Young Children guidelines.
 - a. Be present and responsible for the day-to-day operation of the Weekday Program and/or My Friends' Place including appropriate staffing, schedules and facility for all programs.
 - b. Provide a program in which children are:
 - i. Provided a healthy and safe environment.
 - ii. Given the opportunity to develop stable and caring relationships.
 - iii. Provided an environment that fosters cognitive, social, and emotional growth.

- c. Coordinate communication with parents, church and community through appropriate means.
- 6. Provide support in the office setting as needed in answering the phone, assisting teachers, helping with children, giving tours, and providing answers to parents and prospective parents.
- 7. Be willing and able to open and close the program as needed, which includes:
 - a. opening or closing the office/building
 - b. maintain paperwork for afterschool and extended day programs
 - c. Check staffing needs for the day (or next day)
 - d. supervising staff and students
- 8. Attend/volunteer/help with out of work time school activities.
- 9. Shall adhere to general staff policies and responsibilities.
- 10. All other duties as assigned and needed.

Ministry Area Relationships

- 1. Staff-Parish Relations Committee
- 2. Weekday Program Board
- 3. Staff

Important Qualifications and Skills

- 1. High level of personal and professional integrity as confirmed by professional references.
- 2. Knowledge of general accounting principles (GAAP) and 10 key.
- 3. Mastery of Quickbooks and Office Suite including Excel required; knowledge of Kronos and ACS software preferred and/or ability to learn current financial programs.
- 4. Minimum of a high school diploma or its equivalent and two-years experience working with children
 - a. Bachelor’s degree in accounting or finance preferred.
 - b. Accounting and bookkeeping experience preferred
- 5. Excellent credit history to obtain business credit card
- 6. Excellent driving record to drive and oversee fleet of midi buses
- 7. Ability to lift 30 lbs. multiple times a day.
- 8. Ability to work on multiple projects simultaneously, while managing distractions
- 9. Attention to detail and accuracy
- 10. Ability to supervise staff in the absence of the Director.
- 11. Willingness and ability to relate professionally and appropriately to people being assertive with grace.
- 12. A caring Christian person with knowledge of early childhood developmental, spiritual, physical, social, and emotional needs and competence in working with young children.
- 13. Commitment to continuous improvement and quality.
- 14. Demonstrated ability to maintain compliance with the Minimum Standard Rules of the Texas Department of Family and Protective Services and the National Association for the Education of Young Children (NAEYC).
- 15. Willingness to receive additional training and education.
- 16. Commitment to the mission, vision, and ministry of First United Methodist Church.
- 17. Be spiritually, mentally, physically, and emotionally capable of carrying out assigned responsibilities.

Accountability

The Director of the Weekday Program supervises the Business Manager of the Weekday Program.

Position Description Acknowledgment

Signature: The employee is expected to adhere to all company policies and to act as a role model in adherence to policies.

I have read and understand this explanation and job description.

Employee Name (*Print*)

Employee Signature

Date