



Ascension of Christ
LUTHERAN CHURCH



Office Administrator

Accountability: The office administrator is accountable to the Pastor/Administrative Director and Program Director reports to the Pastor and Program Director.

Purpose: To serve the congregation and childcare center by working with the Pastor/Administrative Director and Program Director to perform tasks that support the ministry goals of AoC as guided by the congregation's mission statement, directed by the AoC Council and Child Care Committee.

Qualifications:

- A minimum of an Associate's Degree and 2 years experience
- An active member of a Christian congregation
- The ability to give a Christian witness in his/her lifestyle
- The ability to maintain confidentiality
- Strong Organizational skills
- Flexibility to be self-directed and take direction as well as work as part of a team
- The ability to manage multiple projects and meet deadlines
- Ability to establish and maintain good interpersonal relationships with congregation, parents, children, and staff
- Professional demeanor and appearance
- Demonstrates mature, responsible interactions with people
- Ability to learn new computer and web-based communications programs
- Must be able to successfully pass Comprehensive Background Check & Fingerprinting
- Meet minimum childcare staff member state licensing requirements
- Proficiency in Microsoft Office, including but not limited to, Word, Excel, and PowerPoint, GSuite
- Bookkeeping experience is preferred, but not required.

Job Specifics:

- **Full-Time:** 40hrs/week Monday -Friday
- **Compensation:** \$20-\$22/hour
- **Benefits:** Concordia Plan Services survivor, disability and retirement; health , dental & vision insurance, paid time off, paid holidays

Duties & Responsibilities:

Office and Facilities

- Perform general office duties: phone calls, voice messages, email, mail, filing
- Greet members and visitors to the office and answer questions
- Order supplies, maintain office equipment
- Establish and maintain a master activities and facilities use calendar
- Coordinate computer network & GSuite (passwords, user accounts, etc.)
- Manage AoC website
- Coordinate social media communication (mailchimp, Facebook, Twitter, etc.)
- Coordinate public relations/advertising for Ascension activities
- Assist in planning annual program calendar
- Maintain a master calendar for the Center.
- Order and track inventory of program equipment and supplies
- Ensure compliance with the State of Michigan Licensing Guidelines with new hire orientation and employment records.
- Assist in maintaining accurate personnel files
- Assist Administrative Director in developing and overseeing employee benefits program (i.e. paid time off, Concordia Plan Services & BCBS)

Billing & Bookkeeping

- Utilizing Tuition Express, process weekly billing, discounts and fees, and annual registration fees.
- Responsible for coordination of state benefits
- Maintain accurate child attendance records, tracking vacations and absences
- Maintain expense records to report to Treasurer according to the approved budget
- Assist with entering accounting entries, primarily disbursements
- Assist with payroll services

Enrollment

- Maintain student records – enrollment forms, emergency info, allergy info, health and immunization records
- Schedule tours of the facility with the Program Director and be available for tours upon request.
- Utilizing Procure, maintain enrollment status records and classroom rosters (i.e. waiting lists, placement, and weekly roll call)
- Communicate to the Program Director, Preschool Coordinator, or Lead Teachers any parent questions, comments, or concerns in regards to the program or classroom.

Religious Component:

- Practicing Christian; member of an LCMS congregation is preferred to know our doctrine
- Attends church/bible study regularly
- Has good moral character
- Leads a Christian life