

THE CHILDREN'S CENTER OF BRIGHTON, INC

**Business Office Admin Assistant**

**Job Description**

**SUMMARY**

- Responsible for supporting Business Office by providing administrative, clerical and customer support.
- Knowledgeable of and assist in maintaining accurate records, accounts receivable, and computer information system (which houses staff and client information).
- Understand and implement policies as outlined in the tuition agreement, parent and staff handbooks.
- Provide information and assistance to parents and staff.
- Provide support for all business office tasks.
- Demonstrate a responsible and consistent professional work ethic.
- Demonstrate organizational skills, accuracy and attention to detail.

**PRIMARY RESPONSIBILITIES**

*Accounts Receivable & Billing*

- Accept and post client payments and provide receipt.
- Post DSS monthly payment to appropriate ledgers.
- Download and reconcile online electronic payments.
- Post manual charges to client ledgers.
- Assist in posting monthly tuition.

*Maintain Accurate Records and Database*

- Update computer information system with latest staff and client information.
- Track attendance, absences, Special Health Care Unit usage, and unscheduled Extended Day Program usage.
- Enter weekly attendance for families receiving DSS support into the NYS website. Collects signature confirmation for this attendance from parents.
- Download online registration forms.
- Enter child immunization and physical information into database.
- Enter new clients and staff into database. .
- Print weekly attendance and sign-in/out reports for classrooms.
- Assist with completion of new hire paperwork.
- Organize and maintains staff and client files.

*Business Office Support*

- Update and maintain an active and current web site.
- Implement the clerical aspects of HR policies and procedures, employee benefits and labor department regulations.
- Respond to client inquiries regarding their account and tuition, including preparing and emailing client statements.
- Assist in annual re-enrollment.
- Assist in annual benefits open enrollment.
- Update forms.
- Generate reports as needed.
- Work to complete business tasks overseen by business office coordinator.
- Attend seminars/webinars and continued education/training as needed.
- Assist in posting monthly tuition.
- Cross-train, assist, and back-up tasks of the Business Office Coordinator.
- Assist in ACA reporting.

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- Attend weekly Business Office Meeting.

*Clerical Support*

- Assist in office supply ordering.
- Check and distribute administrative emails.
- Type weekly menu.
- Answer door, greet clients, confirm pick-up authorization, check-in guests, answer telephone, transfer calls, and work b from front-desk as needed.
- Trouble-shoot general IT disruptions.
- Type and email monthly Newsletter.

**CENTER RESPONSIBILITIES**

- Attend staff meetings, In-Service Days, and Center events when requested.
- Maintain a clean, professional appearance.
- Support the Center's philosophy, policies, and procedures through daily practice.
- Act as an advocate for young children.
- Maintain respect for and confidentiality of Center colleagues, children, families, and all business policies and procedures.
- Keep up to date on Windows OS and the Center's computer information system.
- Provide coverage in classrooms and Special Health Care Unit as needed.

**SKILLS, QUALIFICATIONS AND REQUIREMENTS**

- Business and computer software experience required.
- High School Diploma or equivalent required.
- Experience and proficiency in Word, Outlook, and Excel.
- Comfortable learning new computer software and databases.
- Willingness and ability to cover co-worker vacations and absences on an as-needed basis and to increase hours during major Business Office projects (approximately 2 times per year).
- Excellent written and verbal communication skills as well as strong interpersonal skills.
- Ability to prioritize and organize workflow in midst of distractions and interruptions.
- Flexibility and adaptability.
- Physically able to lift and carry children.
- Able to sit for hours at a time.
- Able to bend and lift 25 pounds.

**INTERACTIONS**

- Interact in a way that supports self-esteem, encourages independence and demonstrates respect for the child.
- Interact with colleagues, parents, and family members in a supportive, professional manner.
- Work in partnership with colleagues and administration.
- Reports directly to Business Office Coordinator. Reports to Owners.