



Assistant Director of Finance & Administration

Division: Moonstone Inc.

Reports To: Moonstone Preschool Director

Job Type: Full Time

Direct Reports: none

EXPECTATION FOR ALL MOONSTONE EMPLOYEES

Supports the school's mission, vision, and values by exhibiting respect, collaboration, commitment, accountability, and ownership with high regard for education through the arts and ethical standards.

POSITION SUMMARY

Under the supervision of the Director of Moonstone Preschool, the Assistant Director of Finance & Administration is responsible for maintaining the alignment of Moonstone's mission with its fiscal and financial health, while supporting the organization's human resources functions.

PRINCIPAL RESPONSIBILITIES

Finance:

- Responsible for all accounts receivable to Moonstone Inc. (ie. tuition, donations, etc.)
- Responsible for all accounts payable from Moonstone Inc., within budget. (ie. bills, vendors, field trips etc.)
- Seeks approval from the Director and/or Board of Directors if purchases are outside of budget.
- Processes ELRC (subsidy) payments, monthly attendance report, annual renewal, and other documents.
- Manages the budget process for the organization, including but not limited to drafting an operational budget every fiscal year with the Director and adherence to the finalized budget throughout the year.
- Maintains all overall management of bank accounts of the organization, which includes but is not limited to making deposits, tracking funding, and ensuring adequate cash flows.
- Responsible for keeping current and accurate bookkeeping records.
- Meets with the contracted accountant and creates financial reports on a monthly basis.
- Distributes quarterly financials to the Moonstone Board, or as needed, and communicates with the Board Treasurer regularly.
- Manages the needs of the annual audit & 990 for Moonstone Inc.
- Drafts and distributes monthly tuition statements to parents, including tracking extra hours.
- Reviews ordering of any supplies (ie. child care, office supplies, cleaning supplies).
- Tracks and distributes petty cash, as needed.

Human Resources:

- Processes new employee information and responsible for ensuring maintenance of personnel files (ie. credentials, salary information, leaves of absence, and background checks)
- Tracks and upkeeps employee files including attendance, paid time off, years of experience, and a system for expired clearances.
- Oversees and manages compensation and benefits.
- Processes payroll for the organization and oversees payroll accounts (including payroll taxes and benefits).
- Prepares employment agreements for distribution.
- Prepares and documents compliance with external requirements.
- Schedules and communicates mandatory training (such as sexual harassment and first aid/CPR).
- Participates as a witness to and provides feedback for, but not limited to, staff performance reviews and any disciplinary actions.



Other Duties & Commitments:

- May act as the Director in their absence if all educational requirements set forth by DPW are met.
- Understands and assists the Director in ensuring the school's policies, procedures, and safety protocols are being met.
- Responsible for distributing all enrollment contracts (returning and new) and any associated fees.
- Assists with preparation for the school's annual inspection with DPW/CPS.
- Participates in annual fundraiser preparation, staff celebrations, and school events as needed, including but not limited to the financial revenue and expenses of the event(s).
- Schedules and oversees repairs and annual maintenance for school building.
- Participates in weekly administrative school meetings.
- Attends committee and board meetings with the Director, as needed. Scribes meeting minutes on the committee level.
- Delegates work and specific responsibilities to other school staff, as needed.
- Assists with child care, curriculum, and daily operations as needed, while maintaining a safe work environment
- Responsible for coverage of opening or closing duties, with a regular closing schedule.

Please note, this job description is not designed to cover or contain a comprehensive listing of all activities, duties, and responsibilities that are required of the employee for this job. Duties, tasks, and responsibilities may change at any time with or without notice. An employee of Moonstone must be able to complete any other responsibilities assigned by the Director (or Board, in the Director's absence).

WORK HOURS

This position works full time from Monday - Friday, 9:00 am - 5:00pm, throughout the school's scheduled calendar months and fiscal year (July - June). The work day may be extended as needed for planning, professional development, and other school events. This may include weekends and evenings.

QUALIFICATIONS & SKILL REQUIREMENTS

- Attains the required DPW qualifications for a group supervisor (title 55 / reg # 3270.35).
- Associate's degree in Finance, Human Resources, and/or a related field is required.
- Bachelor's degree in Finance, Human Resources, and/or a related field is preferred.
- 2 years experience in human resource management and supervision is preferred.
- Decisive and exercises professional judgement with the highest regard for confidentiality and exemplary ethical standards.
- Strong organizational and time management skills with the ability to manage multiple tasks and projects under the pressure of deadlines.
- Demonstrates a genuine interest in the educational environment and non-profit sector.
- Demonstrates sensitivity, cultural competence, good judgement, and confidentiality in working with students, staff, parents, and finances.
- Outstanding interpersonal, listening, collaboration, conflict resolution, and critical thinking skills.
- Communicates appropriately and effectively with all constituents, including but not limited to students, parents, administrators, board members, and other school personnel.
- Punctual, flexible, patient, and able to take initiative, while being a positive role model..
- Able to hear criticism or feedback and implement change for personal growth.
- Highly motivated, with positive energy about working in an academic atmosphere.
- Must have substantial knowledge of a variety of Apple/PC computer software applications, including but not limited to Microsoft, Quickbooks, Excel, SmartCare.



- Knowledgeable of the school's mission, values, and curriculum (ex: Howard Gardner) is preferred.
- Overall mobility is essential including sitting, walking, standing, and working under varying conditions for extended periods of time during the work day.
- The ability to lift 20lbs to transport supplies and educational equipment/material is essential to performing the duties of the job.

MOONSTONE IS AN EQUAL OPPORTUNITY EMPLOYER

Moonstone Preschool provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Moonstone Preschool complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Moonstone Preschool expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Moonstone employees to perform their job duties, may result in discipline up to and including employment termination.

Applicants interested in applying for this position should contact Moonstone Preschool Director, Shannon Roscoe, at shannon@moonstonepreschool.org.