



Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

<b>Job Title</b>	Child Care Administrative Assistant
<b>Department</b>	Schools
<b>Reports To</b>	Director of Early Childhood Education
<b>Position Level</b>	5
<b>Position Status</b>	Full Time - Non-exempt

### Job Purpose

The Child Care Administrative Assistant provides administrative support to the Director and Assistant Director of Early Childhood Education. Additionally, the Child Care Administrative Assistant will serve as overall operational support and compliance. Furthermore, the Child Care Administrative Assistant will assist with accounts payable and supply ordering.

### Duties and Responsibilities

- I. Provide Administrative Support to the Director and Assistant Director of Early Childhood Education
  - A. Prepare a child's file in accordance with established processes and procedures.
  - B. Timely entry of enrollment information into Smartcare to include confirmation of requested billing and payment plan.
  - C. Maintain accurate classroom rosters and support attendance tracking.
  - D. Share program information and complete inquiries with prospective families.
  - E. Respond to parent inquiries of tuition account statements ensuring strict confidentiality pertaining to children and families.
  - F. Ensure program events and activities are reserved in accordance with established processes for space reservation and vehicle use.
- II. Overall Operational Support and compliance
  - A. Responsible for answering phones, greeting visitors, assisting walk-ins, organizing and delivering incoming mail and packages.
  - B. Take initiative on miscellaneous clerical tasks and the opportunity to improve the overall appearance of office space.
  - C. Proficiently handle office equipment; ie. photocopier, folding machine, and postage meter.
  - D. Oversee access control devices for staff, volunteers, and families
  - E. Ensure adherence to document retention policies and manage both digital and physical office filing.
  - F. Setup and maintain Google email groups and Smartcare access for staff.
  - G. Collaborate with the Director of Operations for all bus and van reservations.
  - H. Support food program administration.
  - I. Step into classroom vacancies as needed to ensure consistent coverage and care.
- III. Accounts Payable and Supply Ordering
  - A. Promptly enter assigned departments receipts and invoices into the accounting system.

- B. Handle purchasing for assigned departments according to established procedures.
- C. Ensure accurate tuition account reconciliations to include providing documentation for State Subsidy, Child Care Aware of America, Child and Adult Care Food Program (CACFP) and FSA Verification Forms.

## Qualifications

- I. Knowledge
  - A. Microsoft Office programs and Google Suite
  - B. Customer service principles to handle inquiries and provide assistance to staff, members and visitors
  - C. The importance of handling sensitive information and maintaining strict confidentiality.
- II. Essential Traits
  - A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
  - B. Reliable and consistent attendance
  - C. Positive attitude
  - D. Action oriented
  - E. Initiative to build relationships and rapport with others
  - F. Commitment to excellence and upholding ethical standards
  - G. Ability to work independently or as a team
  - H. Strong desire for ongoing learning and personal improvement.
- III. Skills
  - A. Effective time management and multitasking skills
  - B. Exceptional proficiency in finding solutions to challenges
  - C. Proficiency in prioritizing and organizing tasks
  - D. Quick decision making in emergency situations
  - E. Strong verbal and written communication skills.
- IV. Education
  - A. High School Diploma or GED required
  - B. First Aid and CPR certification required
  - C. Health and Safety course completion required.

## Physical Requirements

Comfortable use of a computer, with the need to adjust monitors, keyboards, and chairs for ergonomic support. Manual dexterity and visual acuity are essential for efficient repairs and maintenance. Physical strength, stamina and mobility to perform a range of physically demanding tasks, including lifting heavy objects up to 50 lbs, operating tools and working in various positions. Adequate hearing is necessary for communication with colleagues, attending meetings, and answering phone calls. Clear verbal communication skills are important for interacting with coworkers, members or visitors. The ability to work at heights, climb ladders and use aerial platforms safely is necessary along with capability to withstand extreme temperatures and weather conditions.

## Direct Reports

This position is not a supervisor for any staff member.

## What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship



with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.