**WESTMINSTER’S PRESCHOOL**

**Position Description – Financial Assistant**

**Type of Position:** Part-time; 10-15 hours weekly through June 2022

**Starting Pay Rate:** Hourly, negotiable.

**Job Title:** PreschoolFinancial Assistant

**Reports to:** Preschool Director

**Overall Responsibility**

The Preschool Financial Assistant will support the preschool by managing the day-to-day bookkeeping of tuition payments, payment of preschool bills, and status of preschool bank accounts. The role reports to the Preschool Director and will coordinate efforts with the Church Finance staff and the Finance Committee of the Preschool’s Board of Directors. This role is temporary with the potential to grow into a long-term part-time role with additional responsibilities.

**PRIMARY RESPONSIBILITIES AND KEY TASKS**

Accounts Receivable and Payable

* Collects and records fees and tuition payments
* Deposits payments
* Handles late payment and returned check notifications
* Manages preschool bank accounts and pays bills
* Prepares preschool payroll records

Scholarship Fund

* Maintains Preschool’s list of scholarship recipients and their applications and provides updates to Director and Scholarship committee as needed
* Alerts the Director to students with late payments who may need a scholarship

Registration

* Create financial records for class registrations, assigning fees and payments to relevant accounts

**Education/Experience**

* Accounting and/or finance experience required
* Experience with church financial management preferred

Interested candidates should submit their resumes to [preschool@westminsterpc.org](mailto:preschool@westminsterpc.org) with the subject line ‘Financial Assistant’.

Updated 2/1/2022