

Preschool Treasurer

Position Summary

The Preschool Treasurer is responsible for overseeing the financial operations of the preschool, ensuring accurate accounting practices, maintaining financial records, managing payroll and tuition payments, and providing financial reporting to preschool and church leadership. This position plays a vital role in maintaining the financial integrity and sustainability of the school.

Qualifications

- Minimum of three (3) years of experience using accounting software and Microsoft Excel or a comparable spreadsheet application.
- Demonstrated knowledge of accounting principles, bookkeeping practices, budgeting, payroll administration, and financial reporting.
- Strong organizational skills and attention to detail.
- Ability to maintain confidentiality and handle sensitive financial information.
- Effective communication and interpersonal skills.
- Ability to work collaboratively with preschool staff, church leadership, and governing boards.

Appointment and Compensation

- The Preschool Treasurer shall be appointed by the Preschool Board.
- Salary and compensation shall be determined by the Preschool Board.

Accessibility

- The Preschool Treasurer shall be accessible and responsive to the Preschool Director and all preschool staff regarding financial matters and inquiries.

Essential Duties and Responsibilities

Budget Development and Management

- Prepare the annual preschool budget for review and approval.
- Monitor and manage the budget throughout the school year.
- Develop proposed tuition rates for the upcoming school year based on guidance and direction provided by the Preschool Director.

- Provide recommendations regarding budget adjustments and financial planning as needed.

Financial Accounting and Recordkeeping

- Maintain accurate financial records and accounting systems for all preschool assets.
- Manage the general ledger, account balances, and account reconciliations.
- Maintain and oversee all preschool bank accounts.
- Ensure proper record retention, organization, and archiving of financial documents.

Financial Analysis and Reporting

- Conduct periodic financial analyses to evaluate the preschool's financial position.
- Prepare and distribute regular financial reports to the Preschool Director, Preschool Board Chairperson, Preschool Board, Church Leadership, and other church groups as requested.
- Present financial information and recommendations in a clear and timely manner.
- Attend Preschool Advisory Board meetings, as a voting member, to report preschool financial status. The Advisory Board meets 3 times per year.

Tuition and Revenue Management

- Prepare and issue invoices for tuition and other preschool-related fees.
- Track and record all payments received.
- Monitor accounts receivable and maintain accurate payment records.
- Manage and follow up on delinquent or late payments in accordance with preschool policies.

Payroll Administration

- Administer payroll processing for all preschool staff members.
- Track and process salaries, hourly wages, taxes, and other payroll-related obligations.
- Prepare and submit required payroll tax filings and related reports.

- Maintain accurate payroll records and ensure compliance with applicable regulations.

Accounts Payable and Reimbursements

- Process employee expense reports and issue reimbursements in a timely manner.
- Review and pay vendor invoices and other approved expenses.
- Process the monthly donation payment to the church in accordance with the approved annual budget.

Financial Documentation and Support

- Provide financial receipts and supporting documentation as requested.
- Serve as the primary financial liaison with Church Leadership.
- Support internal and external financial audits through accurate recordkeeping, reporting, and document retention.

Technology Asset Management

- Oversee the management and maintenance of the preschool's computer equipment, software licenses, and related technology assets.
- Ensure technology resources are properly documented, maintained, and supported to meet the operational and administrative needs of the organization.

Working Relationships

The Preschool Treasurer works closely with:

- Preschool Director
- Preschool Board and Board Chairperson
- Preschool Staff
- Church Leadership
- Other church committees and leadership groups as needed

Performance Expectations

- Maintain accurate and timely financial records.
- Ensure compliance with all applicable financial, payroll, and reporting requirements.

- Provide reliable financial information to support organizational decision-making.
- Demonstrate professionalism, integrity, and stewardship in all financial matters.