

Dexter Co-Op School Admin Job

Date: April 12, 2024

Location: Dexter, MI

School: Dexter Cooperative Preschool

Position: Part Time (2-6 Hours a week)

Pay: \$20+ an hour depending on experience and qualifications

About the Job:

As the School Administrator of the Dexter Cooperative Preschool, you will be an integral part of the Board of Directors and own much of the administrative processes at the school. This position is new to the school and the responsibilities may change depending on the needs of the school and board members. This unique opportunity will be employed as an independent consultant and paid hourly giving you the flexibility to work part time and on your own schedule.

Job Responsibilities:

- Attend and present at monthly board meetings
- Complete all requirements of the school bookkeeper including filing monthly, quarterly and yearly tax forms (ie 990EZ, federal form 941 and Michigan form 165)
- Maintain a high level of knowledge of Michigan child care licensing rules, regulations and assist the program director in submitting the preschool license renewal
- In conjunction with the Board President, review teacher evaluations and conduct contract negotiations
- Complete all treasurer responsibilities including keeping complete books and files, report budget status, maintain bank account, pay bills, etc.
- Serve as the primary contact for insurance and complete yearly forms to maintain all required school insurance
- Schedule a yearly meeting with church leaders and negotiate lease agreements on behalf of the school
- Partner closely with Board President to communicate issues from parents and/or teachers and resolve situations to the benefit of the school
- Maintain important documentation and notes to allow for easier changeover in board positions over time

What You'll Need to be Successful:

- 1+ years of bookkeeping experience
- The ability to handle confidential & proprietary information with discretion
- Knowledge of child care licensing regulations and requirements (or willingness to learn)
- The ability to work as a self-starter and organize the work efficiently to keep the school running effectively and meet licensing deadlines
- Good communication skills and basic business knowledge (ie email correspondence)
- Knowledge of accounting principles and 501C3 tax requirements

Nice to have, but not required:

- Previous experience at a Cooperative Preschool (as a staff member or parent)

To Apply please send your resume to: dextercooppresident@gmail.com