

FIRST METHODIST DAY SCHOOL

Temporarily Located at 405 W Austin St
Marshall, TX 75670
(903) 935-7793 Fax (903) 935-6748

Administrative Coordinator

Job Description

The Administrative Coordinator supports the Director in the daily administrative and operational functions of First Methodist Day School by overseeing financial and business operations, maintaining records, coordinating purchasing, and assisting with the efficient day-to-day operation of the school. This position serves as the Administrator on Duty in the Director's absence and reports directly to the Director. All matters concerning First Methodist Day School are strictly confidential, and all policies and procedures outlined in the Employee Handbook are to be followed.

Position Information

Classification: Full-Time, Non-Exempt (Hourly)

Work Schedule: This position is scheduled for approximately 30-35 hours per week. Hours will be determined by the Director based on the operational needs of the school and may vary to accommodate meetings, special events, training, and other school-related responsibilities.

Qualifications

- High school diploma or equivalent required; associate's or bachelor's degree preferred.
- Experience in bookkeeping, payroll, office administration, or business management preferred.
- Experience working in a licensed child care, preschool, or educational setting preferred.
- Strong organizational, communication, interpersonal, and problem-solving skills.
- Ability to maintain confidentiality and exercise sound judgment in handling financial, personnel, and operational matters.
- Ability to work independently, prioritize multiple responsibilities, and support the mission and Christian values of First Methodist Day School.

Essential Job Functions

Financial Administration

- Maintain the school's accounting records, financial management systems, and reconcile all school accounts.
- Process payroll and maintain payroll records, including quarterly payroll tax filings, annual W-2 preparation, and other required financial reporting.
- Prepare monthly financial reports, assist with budget monitoring, and monitor online banking activity and account balances.
- Coordinate tuition billing and payment records through Procare.
- Receive, record, deposit, and maintain documentation for all school income, invoices, reimbursements, receipts, and other financial transactions.
- Ensure timely payment of invoices and all other financial obligations of the school.

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Administrative Operations

- Maintain personnel files, employee records, enrollment records, immunization records, paid time off records, and other administrative documentation.
- Coordinate purchasing of classroom, office, and facility supplies while maintaining organized administrative records and cost-effective purchasing practices.

Operational Leadership

- Serve as Administrator on Duty when the Director is absent.
- Support the daily operation of the school by ensuring compliance with licensing standards, school policies, and operational procedures, communicating expectations to staff, and exercising sound judgment in resolving routine operational issues.
- Foster a positive, professional, and Christ-centered work environment.
- Support the planning, purchasing, logistics, and family communication for school events, programs, and special activities.
- Support marketing, enrollment, and community outreach efforts as assigned.

Additional Responsibilities

- Demonstrate professionalism, integrity, confidentiality, and Christian conduct while building positive relationships with children, families, staff, church leadership, vendors, and community partners.
- Perform other duties as assigned by the Director to support the mission and successful operation of First Methodist Day School.

Interested applicants should submit a resume to Heather Hill, FMDS Director, at hhill@fmdsmarshall.com

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