

## Office Manager

The Garrett Park Nursery School (GPNS) has an immediate opening for a part-time Office Manager to serve as Licensing Administrator and school bookkeeper. We are looking for a warm, energetic, and fun-loving administrator to join our team!

GPNS is a state approved, parent co-operative preschool with 60+ years of experience in community-engaged educational practices. Located in the heart of Garrett Park, MD, and offering high quality, play-based education for two-, three-, and four-year-olds, as well as an extended day program. Programs are focused on the total development of each child through attention to their emotional, social, cognitive, physical, and creative needs.

### **JOB DESCRIPTION:**

As Licensing Administrator, the Office Manager will have the following responsibilities:

- Records Management: including such tasks as collect, maintain, and provide the OCC all child- and parent-volunteer records as required by the Office of Child Care, COMAR 13A.16.16 and create, maintain, and provide the OCC teacher records as required by COMAR 13A.16.16. Provide Staffing pattern document to OCC each new school year;
- Serve as a liaison among GPNS, the Office of Child Care, Garrett Park Elementary School, and other entities with whom it is necessary for GPNS to interact;
- Manage all Fire Equipment/Systems Requirements;
- Maintain and update annually the GPNS Emergency Preparedness Plan (EPP) in the GPNS Manual;
- Create and collect weekly Attendance Sheets;
- Serve as manager of all Insurance Documents
- Coordinate Opening Clean-up

As Bookkeeper, the Office Manager will have the following responsibilities:

- Hold and dispose of all funds of the organization, subject to the direction of the Treasurer/Executive Board;
- In conjunction with treasurer, manage the collection of dues, fees, gifts and the disbursement of funds and expenses;
- Keep books of account and such books as the Treasurer/Executive Board shall direct;
- Process payroll;
- Prepare an annual financial statement for the Fiscal Year;
- Working with the Treasurer/Executive Board, prepare needed reports and end of year budget

### **QUALIFICATIONS:**

- BA or BS in related field required.
- Experience in accounting strongly preferred.
- Experience as Licensing Administrator in accredited school strongly preferred.
- Experience in Early Childhood Education preferred.

### **BENEFITS:**

- Salary commensurate with experience.
- Paid time off including holidays.

Please submit resume and cover letter to Aline Posbic at [hiring@garrettparknurseryschool.org](mailto: hiring@garrettparknurseryschool.org)

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.