



Accounts Manager:

Early Childhood Programs at Clay Church
Full Time Hours. Benefits Included.

The Early Childhood Programs is a weekday ministry serving children in our community for over the past thirty years. Our loving and nurturing staff promotes a quality program that focuses on a child's physical, social, emotional, cognitive, and spiritual development. The Accounts Manager will not only be an intricate part of the financial transactions but also an administrative staff team.

Primary Responsibilities:

- Manage financial transactions including accounts payable, accounts receivable, invoicing, and monthly statements.
- Support in budget development.
- Petty cash and checkbook management.
- Maintaining staff payroll.
- Maintaining ECP's Scholarship Fund.
- Maintaining ordering and distributing of office and school supplies.
- Chairperson for school fundraisers.
- Assist in registration process.

Secondary Responsibilities:

- To assist the Director in office management needs such as phone coverage, leading projects, mailings, managing web and social media presence.
- Help assist in staff breaks if needed.

Required Skills:

- Organized and detailed oriented.
- Experience with Excel database.
- Good communication skills.

Education and Experience:

- College degree or equivalent.
- Previous experience with accounting and bookkeeping.

Apply:

Interested candidates should send a resume to Renee Lawler at reneelawler@comcast.net