



ASSOCIATION FOR CHILD DEVELOPMENT

Job Title:	Operations Assistant	Position Type:	Full Time
Department/Group:	Administration	Job Status:	Non-Exempt
Location:	East Lansing MI	Expected Hours:	8:00 a.m. – 4:30 p.m. M-F
Reports to:	Chief Executive Officer	Travel Required:	None
Level/Grade:	Non-Manager	Date last reviewed:	August 2019

**Summary/Objective:**

Assist the Chief Executive Officer (CEO), Finance Manager, and Center Operations Team with a wide range of administrative tasks, including but not limited to: filing, data entry, detailed calendar management, correspondence, preparing of documents, reports, and travel arrangements for the Association for Child Development (ACD) team.

**Essential Functions:**

- Work with the CEO in regard to the coordination of all field related activities, conferences, and training.
- Generate and review data related to monitoring status of Child Care Homes and Centers.
- Work on special projects for the CEO and/or other management staff as directed.
- Assist with field operations staff in-service trainings.
- Assist in generating reports to confirm home and center review status for all monitor caseloads.
- Run reports from Minute Menu to assist in evaluating the status of the monitoring requirements.
- Assist in reviewing and entering monitoring expense reports for payroll.
- Assist the Center Operations Team in reviewing and entering receipts for food and supply purchases for centers.
- Assist in Center claims for processing.
- File Management.
- Assist Financial Manager with data entry into QuickBooks.
- Assist in entering direct deposit information.

**Competencies:**

- Adaptability
- Attention to detail and accuracy
- Communication skills – written and verbal
- Customer service orientation
- Data collection and entry
- Initiative
- Interpersonal skills
- Listening skills
- Problem analysis and problem-solving
- Stress tolerance
- Time management skills

**Education and Experience:**

- High School Diploma or General Equivalency Diploma (GED) required; Associates degree preferred.
- Intermediate to advanced level in MS Office including: Word, Excel, Outlook, and Access.
- Two to three years of professional work experience in an administrative capacity.

**Supervisory Responsibilities:**

- None

<b>Work Environment:</b>		
<ul style="list-style-type: none"> <li>This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and printers, and there is moderate noise associated with the use of such equipment. The job requires the ability to sit at a computer terminal for an extended period of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.</li> </ul>		
<b>Physical Demands:</b>		
<ul style="list-style-type: none"> <li>While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift up to 10 pounds.</li> </ul>		
<b>Other Duties:</b>		
<ul style="list-style-type: none"> <li>This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice</li> </ul>		
Approved by:	Print:	
	Signature:	Date:
Accepted by:	Print:	
	Signature:	Date: