



TARRANT COUNTY KIDS ACCOUNTS MANAGER JOB DESCRIPTION

Position Title: Accounts Assistant—Tarrant County Kids
Category/FLSA Status: Seasonal, Part-time, Non-Exempt
Supervisor: Accounts Manager
Supervises: None
Office Location: 2820 Matlock Road, Arlington, TX 76015

Position Summary:

The Accounts Assistant for Tarrant County Kids is responsible for the assisting the accounts manager in accurate and timely processing of enrollment, billing, and payments and maintaining the childcare database.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Account Management:

- Serve as the hub for office operations, including communicating across departments.
- Greet and assist visitors.
- Help maintain a clean and welcoming environment.
- Ensure office supplies and resources are available for staff.
- Answer and direct incoming calls on six-line phone system. Must be comfortable working with parents & team.
- Assist with maintaining accurate and timely childcare database, including processing enrollments.
- Prepare financial reports, weekly statements, and invoices for customers and employees.
- Assist with maintaining student and volunteer attendance records.
- Produce requested reports as directed.

Daily Duties:

- **Monthly:**
 - Update the bulletin board in the copy room
- **Daily:**
 - Pull attendance records form ProCare connect portal from previous day and record it in daily attendance numbers list
 - Check for attendance errors and fix as needed
 - Take and screen phone calls, answer voicemails
 - Assist with processing enrollments
- **Weekly**
 - Pull and print attendance from previous week from Pro care Connect
 - Assist with posting tuition to exempt sites (about 5 schools)
 - Check for supplies that needs to be ordered
 - Organize copy room
 - Assists prepare account letters

Agency Mission and Goals:

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and a commitment to excellence always.
- Participate in goal setting for program objectives, strategies, and tactics.

Related Agency Activities:

- Participate in periodic assessment of own performance.
- Participate in staff meetings; work collaboratively with staff to meet goals.
- Serve as an ambassador for the agency.

Minimum Qualifications:

- One year of experience in administrative duties, including answering multiple phone lines.
- Experience with accounts payable and accounts receivable bookkeeping.
- Able to introduce and implement organized systems.
- Skill in working with diverse groups of people.
- Ability to provide excellent customer service.
- Knowledge of Microsoft Office programs.
- Ability to work some evenings and weekends.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver’s license.

Preferred Qualifications:

- Experience in staff recruitment and management.
- Bilingual in Spanish.

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively, both orally and in writing, with parents and professionals. Work is generally performed in an office setting. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Salary Range: \$15.00 per hour

Employee Name (Please Print)

Employee Signature

Date