

POSTING
March 11, 2024

POSITION: **Early Childhood Center Bookkeeper**
Manistee Area Public Schools

JOB DESCRIPTION:

- Enroll new students, contact parents and make sure paperwork is filled out completely and correctly
- Record billings and payments in Procare System
- Communicate with parents via Procare
- Assist new daycare employees with paperwork and onboarding
- Track employee trainings and certifications
- Assist parents with MDHHS Child Care Resources
- Have a working knowledge of MAPS daycare handbook and MI Child Care Licensing Rules

QUALIFICATIONS: Bookkeeping Experience-Required
Daycare Licensing Experience - Recommended

REQUIREMENTS: LARA Background Check

HOURS: Up to 15 hours per week to start, year round position, flexible hours

PAY/BENEFITS: \$17/hr paid through Edustaff, LLC

EXPIRATION DATE: Until Filled

TO APPLY: Send a resume' to Sara Schubert at sschubert@manistee.org

District Policy: *Nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment.*