

# Administrative/Assistant Bookkeeper/Family Worker

Bethany Day Nursery/ DBA Mary Walton Children's Center

New York, NY

Other

Posted on November 2, 2022

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## Organization Statement

Bethany Day Nursery/Mary Walton Children's Center is a DOE contracted program committed to providing quality service to families and children in and around Harlem River and its surrounding areas.

Looking for an individual who can merge the duties of a family worker with that of a Administrative/Asst Bookkeeper to join our team.

## Job Description

Administrative/Assistant Bookkeeper- (30 hours)

## Responsibilities

- Collects fees and issues receipts, make out deposit slips and make weekly deposits.
- Post and summarizes fee cards and report fees in arrears to the director.
- Maintains petty fund, if assigned.
- Keeps daily staff attendance, vacation and sick leave accrued time.
- Acts as the center's receptionist and answer the phone, etc.
- Performs filing and clerical related work: ex type late fees and absence notices, monthly attendance/maintenance records and menus, etc.
- Maintains permanent equipment inventory
- CACFP: Prepares children's attendance report, monthly meal count and file all related bills accordingly.
- Be dependable, reliable and flexible

- Performs other related duties as assigned or requested by the director.

## **Qualifications**

- Ability to do simple business computations
- Six months to 1-year experience as a payroll clerk.
- Knowledge of Microsoft Office (Excel /Word, etc.).
- Training Certificate in Basic Bookkeeping, a plus.

## **Application Instructions**

- Email resume w/cover letter to: ([mwchildrensctr48@netscape.com](mailto:mwchildrensctr48@netscape.com) or Fax: # 212-283-0355.

Mary Walton Children's Center

224 West 152nd Street

New York, NY 10039

Phone No. 212-283-4242

## **Additional Information**

### **Family Worker (10 hours)**

- Recruits and oversees eligibility and enrollment of children
- Maintain confidentiality of all client records
- Promotes parental involvement and provides support ongoing in the program
- Organize and facilitate parent-child socialization groups and parent workshops.