

**JOB OPPORTUNITY**  
**Position Description: Administrative Assistant - Operations**

This position supports the work of Rosemount Center, an early childhood education and family support center (Head Start - HS/Early Head Start –EHS/Office of the State Superintendent - OSSE/Private Pay). and reports to the CEO and Deputy CEO.

***Duties and Responsibilities:***

1. Performs clerical and support tasks to help with efficient operations of the Center
2. Assists with processing vendor invoices, check requests, and outgoing payments
3. Helps prepare tuition invoices and incoming deposits and receipts
4. Records checks for deposit
5. Provides data entry to support Finance and Human Resources.
6. Assists with employee time reporting information including vacation and sick leave requests.
7. Assists in preparing and entering employee information into computer systems
8. Helps with Aftercare and late arrival fee payments
9. Supports the OSSE Pre-K Enhancement and Expansion Grant process.
10. Works closely with Human Resources to insure accurate data exchange and entry.
11. Supports the Development Office and fundraising projects as needed.
12. Maintains close working relationships with the entire Rosemount Center community in order to accomplish the tasks above.
13. Performs other duties as assigned by the direct supervisors

***Qualifications:***

1. Bachelor's degree preferred/AA required.
2. Excellent English language skills in speaking and writing and the ability to communicate effectively with a diverse group of people.
3. Fully computer literate including knowledge of Microsoft Office and database systems.
4. Highly organized with ability to manage multiple projects thoroughly by adjusting quickly to shifting priorities, meeting deadlines, and exercising sound judgment.
5. Pleasant interpersonal skills and desire to work in an early childhood education and human services environment.

***Physical Demands:***

1. Primary responsibilities are performed in an office setting onsite in a seated position.
2. Ability to use desktop computer and telephone on a frequent basis.
3. Light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds.

**TO APPLY:**  
**EMAIL RESUME AND COVER LETTER TO [info@rosemountcenter.com](mailto:info@rosemountcenter.com)**