



## Operations Manager

Summit County Preschool  
Frisco, CO

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### Job Overview

Summit County Preschool, located in the beautiful mountain town of Frisco, is hiring an Operations Manager to lead all internal operations for the school. The Operations Manager will oversee and manage the operations of Summit County Preschool, including budget and financial management, payroll, insurance, day to day operations including vendor and contractor management and some regulatory compliance. This individual is extremely organized and detail oriented. We are looking for someone who has a business and/or project management background.

### About Summit County Preschool:

Summit County Preschool is a non-profit, private preschool located in the town of Frisco, CO. The Preschool is a 4-star Colorado Shines accredited facility that serves children ages 8 weeks to 5 years year-round with the mission of providing the best quality early education and care. With a total of 6 classrooms, we serve up to 70 children. Funding comes primarily from monthly tuition; however, the school also relies on support from state and local funding, grants, annual fundraisers, and donations for operating funds.

### Qualifications

- **Education:** Education in Business or Project Management or a related field is highly preferred. Can pass all required criminal and child abuse background checks.
- **Experience:** Experience managing a budget and operations of an organization. Knowledge of quickbooks, gmail and google suite, and excel.
- **Industry Knowledge:** Some knowledge of state licensing rules and regulations is preferred but not required.

### Ideal Candidate

- Background in project management or business operations. Experience running day-to-day operations for an organization or school.
- Proven skills in project management and operations.
- Ability to establish effective operational processes without needed training.
- Highly organized and detail oriented individual with an eye for efficiency.
- Experience working with all Microsoft Office, Google, ADP, and Quickbooks.
- Fundraising experience preferred, but ability to seek and apply for grant funding.

## Job Responsibilities

Financial Operations

- Oversee the financial health of the organization with a strong ability to work with Quickbooks. Verify income and expense records, create bank deposits, and approve expenses.
- Develop & maintain annual budget & budget forecasts to achieve planned financial and enrollment targets; balance profitability with priorities related to staff and our children and families.
- Provides monthly updates to the board of directors on current financials.
- Oversee tax payments, tax paperwork, year-end tax documents, and tax exemption with a bookkeeper.
- Maintain board and property liability insurance, health/dental/vision insurance, workman's compensation & 401k contracts. Manage claims.
- Seek and apply for grant funding. Manage all current grants and reports per grant schedule and requirements.

### **Administrative Operations**

- Ensure compliance with accreditation and state licensing requirements as well as all applicable state and federal laws, as well as preschool policies and procedures.
- Interface with the State of Colorado local licensing entities and other state and local support organizations.
- Handle records and requests from families in need of financial assistance; oversee scholarship decision process.

### **Facility Operations**

- Oversee daily operations of the school, including oversight or vendors such as trash, electricity, water, plowing, IT services etc.
- Assist with front desk management on a day to day basis
- Assist with housekeeping needs and general maintenance of the building
- Oversee and guide safety needs, and develop emergency procedures
- Develop a capital improvement plan.

### **Physical Requirements**

*The described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:* While performing the duties of this job, the employee is regularly required to use hands to finger, handle, and feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Pay**

\$55,000-\$70,000 annual salary depending on experience



### **Benefits**

- Discount for childcare for children of teachers and staff.
- Health, Vision, and Dental Insurance
- 401(k) Retirement Plan
- Generous Paid Time Off (Holidays and Wellness days)
  - Winter break: the week between Christmas and New Years off
- Professional development assistance
- Ski Pass

**Please send a resume, cover letter, and three references to [sarah@summitcountypreschool.com](mailto:sarah@summitcountypreschool.com) with "SCP Operations Manager Application" in the subject line.**

Summit County Preschool is an Equal Opportunity Employer and conducts its recruitment and hiring based solely upon job-related qualifications, without regard to race, color, religion, age, sex, national origin, sexual orientation, disability, or veteran status.