

# **Quemazon Montessori School**

## **Part-Time Business Manager Opportunity**

Quemazon Montessori School is seeking a detail-oriented and reliable Part-Time Business Manager to join our team. The ideal candidate will support the administrative and financial operations, helping us provide an exceptional educational environment for young children.

The Business Manager works collaboratively with the Board and Director to ensure efficient and accurate financial transactions and decisions, while independently managing day-to-day tasks with confidence, integrity, and sound judgment.

### **Key Responsibilities**

- Process employee payroll accurately and on schedule
- Generate and send monthly invoices to families for student tuition
- Interface with the New Mexico Early Childhood Education and Care Department (NM ECECD) regarding Universal Child Care tuition payments
- Obtain and maintain background checks for all employees as required
- Communicate with parents to address and resolve billing and schedule change questions
- Pay monthly bills and manage financial record keeping
- Coordinate and collaborate with the Director and Board
- Coordinate purchase of supplies and equipment
- Managing maintenance contracts and scheduling needed appointments

### **Qualifications**

- Experience with payroll and invoicing systems preferred
- Strong communication and organizational skills
- Ability to work independently and manage multiple tasks
- Familiarity with regulatory requirements for early childhood programs a plus
- Background in business administration or accounting is advantageous
- Familiarity with financial technology, understanding Brightwheel is a plus
- Must pass NM ECECD Background Check

This is a part-time position with flexible hours. If you are interested in helping our school thrive and making a difference in the lives of children and families, please send your resume and cover letter to our administrative office.

## **Benefits**

Quemazon Montessori School offers a supportive benefits package plus:

- Collaborative, supportive school culture
- Dedicated ownership team
- Opportunity to grow within a respected, mission-driven Montessori community
- We offer a competitive salary commensurate with experience and qualifications

Interested? Questions? Email [quemazonmontessori@gmail.com](mailto:quemazonmontessori@gmail.com)