



SunGarden Montessori School

Office Manager Job Description

The mission of SunGarden Montessori Children's House is dedicated to the education of the whole child within purposeful, respectful environments based upon the insights and inspiration of Dr. Maria Montessori.

SUMMARY

The Office Manager is responsible for general office operations, facilities, and for the management of risk and compliance under the guidance of the Head of School. While the Head of School leads and administers admissions, the Office Manager administers enrollment and billing. The Office Manager performs other administrative tasks such as payroll, entering expenses in Quickbooks, maintaining staff files, and administering employees benefits. Generally, the Office Manager works in close collaboration with the Head of School. Tasks vary over the course of the year.

General Operations

- Is responsible for HR functions such as onboarding, reference calls, and benefits enrollment.
- Establishes, maintains and organizes digital files, the website, the enrollment spreadsheet, collection of fees and tuition, etc..
- Updates information and communication via Brightwheel as needed.
- Updates classroom rosters, allergy lists, other forms as needed, both physical copy and in Brightwheel.
- Monitors and manages email and phone calls.
- Provides intermittent community support or classroom subbing as needed.
- Maintains and updates a Standard Operations Manual.
- Collaborates with Head of School on admissions, community, and fundraising events and activities.

Facilities

- Orders classroom materials, furniture, equipment, and supplies as needed.
- Collects and administers facilities requests, secures materials, labor, and permits, and assures all facilities work complies with code.
- Maintains effective communications with landlord regarding our tenancy.
- Coordinates routine janitorial services and pest control as needed.
- Observes potential health and safety hazards and sees that they are corrected.

Finance

- Tracks current-year expenditures and revenue in Quickbooks and relates to budget.
- Compiles and issues monthly financial reports, such as Profit and Loss Reports, Statement of Financial Position, Cash Flow, and Budget vs. Actual.
- Performs routine bookkeeping so that all funds are accounted for accurately, and deposits are made in a timely manner.
- Keeps all parent accounts accurate and current and communicates effectively with parents.
- Discharges all accounts payable in a timely and courteous manner: maintains vendor relationships, checks invoices, and pays in a timely manner.
- Provides twice monthly payroll amounts to payroll processing company, monitors reports prior to distribution.

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- Assures that health insurance premium payments are made at the time of each monthly payroll.
- Reviews monthly deposits of employees' FICA and state and federal income tax withholding and quarterly tax returns.
- Monitors all bank records to assure accuracy.
- Maintains an inventory of SunGarden's assets, and does accurate depreciation for the accounting system. An accurate figure of SunGarden's equity value should be maintained.
- Categorizes expenditures and correspondence with Bookkeeper on accounting topics. Coordinates financial matters with Bookkeeper and Board Treasurer.
- Administers Amazon and Costco supply ordering.

Risk and Compliance

- Periodically evaluates cost and coverage of alternative insurance policies for liability, casualty, children's accidental injury, and workers' compensation. Advises the HoS on recommended choices, and maintains the policies.
- Monitors developments in the field of employee benefits. Works with insurance and investment companies to implement employee benefit programs.
- Assures that the Form 990 (IRS Non-Profit) and Oregon CT-12 (charities annual report) are prepared and submitted in a timely manner, as well as all Form 5500 for each of SunGarden's retirement plans to the IRS and DOL.
- Schedules Sanitation and Fire Inspections for DELC Spring Visit, ensuring readiness and ongoing compliance.
- Assures that leased facilities are maintained to the level required by lease terms, by DELC, by health and fire agency regulations, and by SunGarden's own needs.
- Updates staff on their Professional Development requirements; signs staff up for upcoming courses, processes those payments; assures staff is in compliance with prof. development requirements per DELC.
- Executes Immunization Reporting, including correspondence with families, gathering of all forms and data, sending all documentation in, posting the community graphs of the current year data at both school and county level, etc..
- Reviews and signs off on accident and incident reports.
- Maintains emergency binders and supplies.

Responsibilities of Every Employee

- Maintains punctual, regular, and predictable attendance in compliance with Offer Letter terms.
- Practices self care and prepares themselves to be present and focused on the child's experience in active collaboration with team members.
- Conducts themselves in a professional, respectful, positive, and collaborative manner, and observes grace and courtesy in interaction with all members of the school community.
- Observes agreed-upon rules and boundaries in all forms of communication and provides appropriate feedback.
- Shows commitment to professional growth.
- Understands and takes initiative to accommodate for the legal and logistical constraints of a small staff. Head of School may at times assign tasks that are outside of the main job description.
- Attends and actively participates in staff meetings, In-Service Days, and community events as collaboratively decided with the Head of School.
- Maintains a professional appearance and dress as appropriate for their job duties.
- Abides by the policies of SunGarden Montessori School as outlined in the Employee Handbook.
- Follows licensing guidelines as outlined by ELD.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to perform essential job functions with or without reasonable accommodation and without posing a direct threat to the safety or health of the employee or others. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in Business Administration or closely related field required; Master's preferred.
- AMI Certification a plus. American Montessori Society or other MACTE-approved program considered.
- Substantive leadership/management, school administration, or other operations experience, seeking foundational knowledge in office technology, communication, and human resources.
- Ability to establish and actively maintain a strong, positive school culture inspired by the School's mission.
- Dedication to quality and service to each individual child and family.
- Experience with QuickBooks highly desired.
- Excellent verbal and written communication and collaborative skills.
- Experience with fundraising desired.
- Knowledge and understanding of, and work experience in a toddler and primary-aged educational environment preferred.
- Passion for the Montessori philosophy of education, actively pursued and nurtured.

COMPENSATION and BENEFITS

Position is full-time, salaried, and exempt. Salary range \$50,000 - \$55,000. Compensation is competitive and commensurate with education and experience.

- 64 hours of PTO, plus an additional 16 hours of PTO designated for professional development
- \$200 of professional development funds; additional funds may be available in consultation with and upon approval by the Head of School
- 9 paid holidays per year (whenever any of the following falls on a weekday: Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, MLK Day, President's Day, Memorial Day, Independence Day)
- Opportunity to participate in group health insurance (currently with Providence), effective after 30 days, for employees working more than 30 hours
- Absence of less than 1 hour at the beginning or end of your work day for a doctor's appointment once a month does not count towards your PTO, but needs to be communicated and be approved by the Head of School
- 50 % tuition discount for school enrollment at SunGarden
- Opportunity to participate in Oregon Saves IRA (available to employees after one full calendar year of employment)
- Participation in our Employee Assistance Program (EAP)
- SunGarden Montessori will provide a laptop for your use
- Paid time off for closures during employment dates

CERTIFICATES, LICENSES AND REGISTRATIONS

Present or complete within first 30 days of employment:

- Enrollment in the Central Background Registry (CBR)
- Food Handler Card
- CPR/First Aid/Epi pen
- Recognizing and Reporting Child Abuse and Neglect (RRCAN)

- Introduction to Child Care Health and Safety (INCCHS)
- Foundations for Learning
- Professional Development: Complete a minimum of 15 hours of documented training each school year. All program members must submit documentation to Oregon Registry Online. Responsible for keeping current on a quarterly basis.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may or may not be made to enable individuals with disabilities to perform the essential functions.

- SunGarden activities require frequent shifts between walking, sitting, standing, stooping, kneeling, crouching and crawling.
- Must be able to run with children or run to them quickly as needed.
- Frequent reaching and use of both hands.
- Ability to lift items up to 25 pounds.
- Occasionally need to lift a child who is under 75 pounds (in case of safety or medical injury) or to assist with moving outdoor furniture or materials.
- Close, distance, and peripheral vision are required for observing the children and ensuring their safety.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may or may not be made to enable individuals with disabilities to perform the essential functions.

- Position involves outdoor work in a variety of weather conditions.
- Noise level ranges from quiet to loud during normal activities.

HOW TO APPLY

Please submit a **resume and cover letter (1-page max) addressed to Regina Feldman, Head of School**, at hello@sungardenmontessori.org with the subject line [Last Name, Office Manager Job Application]. The cover letter should include why you are interested in working at SunGarden and how your skills and experience have prepared you for this position. SunGarden will request two professional references for the final candidate. Position open until filled.

Apply Now: Join our school community and lead the way in Montessori education by applying below!

Equal Employment Opportunity: SunGarden Montessori is an equal opportunity employer. We embrace diversity and do not discriminate based on age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, gender expression, national origin, citizenship status, disability, marital status, military or veteran status, or any other legally protected status. We accommodate employees and applicants with disabilities or special needs upon request.