

Business Manager

KAECE (Kentucky Association for Early Childhood Education) currently has an opening for Business Manager. This is a part time contracted position. Business Manager will be responsible for the organizations accounting practices, the maintenance of its fiscal records and overall financial reporting. Some of the duties and responsibilities are as follows: attend 4 meetings per year; establish and maintain KAECE bank accounts; process deposits and bills as they come due; manage budget; maintain corporate status; maintain 501(c)(3) status; file annual tax forms; establish and oversee mailing address for KAECE. Knowledge of web design is a plus. Please submit brief resume and cover letter to Kathy Attaway Kattaway@gmail.com