



1601 N. Limekiln Pike  
Dresher, PA 19025

Phone: (215) 646-5596

Fax: (215) 646-4656

Pamela R. Post, Director  
Kate Nagele, Assistant Director

## Bookkeeper Position

### Requirements:

- Must have prior experience with a company operating budget of over \$500,000
- Prior experience at a non-profit preferred
- Knowledge and experience using Quickbooks
- Experience using EZ Care a plus

### Skills and Responsibilities:

- The focus of the bookkeeper is to oversee Chelten Child Development Center's complete financial data and compliance by maintaining accurate financial records, including accounts payable, accounts receivable and payroll.
- The ideal candidate will understand fund accounting, have the ability to communicate clearly, and possess strong interpersonal skills.
- This role requires confidentiality, excellent organizational skills, and attention to detail.
- Our candidate will also maintain the highest standard of professional behavior and Christian ethics at all times in all areas of the program.

### Additional Information:

- This is a part-time position, approximately 20-25 hours/week.
- A portion of the week's work is required to be completed in the office.
- Contact Kate Nagele at [knagele@cheltenhamchild.com](mailto:knagele@cheltenhamchild.com) for an application.

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*Chelten Child Development Center is a Christian preschool located in Dresher, PA. As a ministry of Chelten Church, we are committed to providing a quality, early childhood program to our community. Our staff reflect God's love in a warm learning environment where children can grow physically, academically, emotionally, and spiritually. Our children leave prepared to succeed in kindergarten and beyond. Check out our website for more information: [www.cheltenhamchild.com](http://www.cheltenhamchild.com)*