**Job Description: Office Manager: Admissions and Payroll**

Please complete the online application that has been posted to our website. Resumes, recommendation letters, or questions can be directed to [info.acavirginia@gmail.com](mailto:augustachristianacademy@gmail.com)

**Overview:** Augusta Christian Academy (ACA) is seeking a qualified individual to serve as our Office Manager. At Augusta Christian, we strive to provide a solid biblical foundation for our students while creating a learning environment that supports not only the academic needs of students but creates a supportive nurturing environment to meet their social and emotional needs. We believe in creating a highly engaging environment where students will feel challenged, but also successful. Children will be held to high expectations but supported to reach their maximum potential, all with our primary focus of sharing the love of Jesus and working to lead children to Christ. The qualified individual must be committed to helping grow a community towards Christ and supporting the goals of Augusta Christian Academy.

**Job Title:** Office Manager: Admissions and Payroll

210 Day Contract: 5 Hours Per Day

**Responsibilities**

* Assist communication and scheduling with vendors for services, billing and ensuring payments are made in a timely manner
* Provide all data for bi-monthly payroll for employees
* Develop and maintain strong relationships with constituents, families, community organizations, and professional consultants
* Collaborate with the Marketing and Enrollment Coordinator to plan and organize admission events and receptions for prospective students and families
* Develop strategic goals and actions to achieve target enrollment and evaluate the yearly budget
* Work in partnership with the Executive Director and Board of Directors to award financial aid based on the recommendations of FACTS
* Provide monthly billing for enrolled families

**Reports to:** ACA Executive Director

**Evaluation:** Performance will be evaluated in accordance with responsibilities listed above and procedures set forth in the Staff Handbook.

**Education and Experience:**

*It is expected for the candidate to:*

* Have experience with policies and procedures within a school; preferably a Christian School Setting
* Hold a bachelor’s degree, associate’s degree, or certification related to business, payroll, office management
* Have experience with computer programs such as Microsoft Office, Google Suite, QuickBooks

*It is preferred for the candidate to:*

* Have two or more years of experience related to office management, business, and/or payroll

**Personal Qualifications**

* Adhere to the statement of faith
* Be deeply committed to a consistent daily walk with Jesus Christ; spend time daily in personal devotions and prayer
* Faithfully attend a local, Bible-believing church
* Be a Christian role model in attitude, speech, and actions towards others.
* Possess the ability to work gracefully with parents, students, and other school staff to develop a unified and successful educational program.
* Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
* Be willing to eagerly participate in professional development.
* Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
* Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.

**Professional Qualifications**

* Attend staff meetings regularly and on time.
* Use acceptable English in written and oral communication. Speak with clear articulation.
* Cooperate with the administration in implementing all policies, procedures, and directives governing the operation of the school.
* Demonstrate strong organizational skills and ability to multi-task, and ability to meet deadlines.
* Recognize the need for good public relations.
* Represent the school in a favorable and professional manner.
* Attend and participate in scheduled devotions, in-service, retreats, committee, faculty, and parent-teacher organization meetings.
* Perform other duties which may be assigned by the administration.

*Keep in mind that our work is for Him: “Wherefore we labor, that, whether present or absent, we may be accepted of Him” (2 Corinthians 5:9). We should agree that leading, teaching, or working in this school ministry is a privilege. Remember that we stand before our students and their parents representing the Lord.*