

Office Manager

Sunrise Christian Academy

The office manager is the point of contact for communication at Sunrise. This person will answer the phone and handle incoming calls and requests. As a point of contact you will need to be able to multitask and handle multiple functions at the same time, be energetic with a heart for customer service and helping others.

Schedule: M-F 7:30-4:30 during school year/Must work summers M-F 8:00-4:00

Main Responsibilities:

Assist Superintendent with tasks

Accounts Payable

Enrollment and Tuition Processing

Filing and maintaining records and bills

Order supplies

Process medical claims for students

Answer emails

Scheduling of vehicles, manage school calendar and schedule events

Skills Needed:

Word, Excel, Quickbooks(not required but helpful)

Typing of documents and letters

Organization

Basic office equipment (copier, phones, google)

Other Requirements-

As a Christian school our employees are followers of Christ. You will be required to attend church and have a relationship with God.

To Apply email the following:

Resume-listing name of church you attend

2 References-minimum

Brief testimony of your salvation and current walk with the Lord

Send to: robertlindsted@me.com and cherndon@sunrisechristian.org