

White Memorial Weekday School

OFFICE MANAGER

Performs a variety of financial and administrative tasks to support the Weekday School and its staff.

Essential Functions:

Finance

- Carry out payroll duties in conjunction with the church finance manager
- Prepare materials for annual audit
- Manage tuition payments
- Prepare and post deposits for school and camp
- Keep track of and pay bills
- Handle petty cash reimbursements

Administration

- Manage registration process and related payments
- Prepare and mail/email parent correspondence related to registration and the beginning of the school year
- Prepare materials for the opening of school for staff and students
- Organize student records
- Execute special projects as needed (school directory, special Chapel bulletins, birthday calendar for breakroom, etc.)
- Assist with camp preparations
- Manage incoming and outgoing mail
- Manage office telephone and school doorbell

Staff Support

- Assist with emergency procedures and drills
- Supervise children brought to the office for illness, late pick-up, or time to regroup

Core Competencies:

- Advanced computer skills and willingness to learn and adapt to changing technology
- Accounting and budget management skills
- Knowledge of and comfort in church environment
- Ability to prioritize and manage work, identifying time-sensitive, short-term and long-term projects
- Ability to apply Conscious Discipline principles with upset children and parents
- Ability to maintain confidentiality and sensitivity to matters related to students, families, and staff

If interested, please send resume to Cynthia Baggett at cbaggett@whitememorial.org.