

Websterville Christian Academy

Distinctively Different by God's Design

Family Accounts Manager (FT)

General Statement of Duties:

This position is full time, Monday-Friday, from 6:45am-3:45pm at our Church Hill campus.

The Family Accounts Manager is responsible for being the first string liaison between the families we serve and other staff members at our Church Hill campus in Websterville.

Candidates should possess strong interpersonal skills, as well as the ability to stay organized and focused in order to properly maintain the records and files required to make our preschool and after school care programs run smoothly.

Specific Duties:

- Opening the school for the day at 6:45am. Our students begin to arrive at 7am and this person would be responsible for being the first face they see in the morning
- Overseeing dismissal of students from 3pm-3:45pm and ensuring that they are picked up by an approved parent or caregiver
- Processing billing for pre k and after school program
- Updates to the HiMama app and other family notifications for pre k and the after school program
- Responsible for written correspondence with parents and caregivers, written announcements, and assisting with the periodic newsletter
- Acts as a first point of contact for parents and caregivers on the phone and in person throughout the day
- Schedules family meetings as requested with the Principal and/or Director of Elementary Education
- Maintains student files and records
- Maintains the waiting list of potential new students
- Schedules family tours of the facility and new family interviews
- Completes intake and registration process for new students
- Completes other duties as assigned to support the Principal and/or Director of Elementary Education
- Dissemination of pertinent information to the Principal and/or Director of Elementary Education in a timely manner

Reports to:

Head of Schools, Vice Principal of Elementary Education

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Skill Requirements:

- Microsoft Word and Excel. Google Docs, Sheets, Calendar, and Gmail
- Telephone/Voicemail response
- Basic office technology (print/copy/fax/scan)
- Must be organized and creative
- Excellent written and verbal communication skills
- Great interpersonal skills
- Ability to maintain accurate records
- Confidence in writing letters, newsletters, and announcements
- Must be able to accept constructive criticism
- Independently driven to complete tasks needed for the operation of WCA to meet the missionary vision
- Must be able to apply active listening skills and conflict resolution interventions with all stakeholders (parents, teachers, students, caregivers, administrators, and Principals) who are impacted by the position

Education:

- High school diploma, two years office and billing experience preferred

Evaluation:

Performance evaluation will be conducted on a semi annual basis by the school CFO

Compensation:

The WCA school board conducts all contract negotiations based on the budgetary allocations determined by the budget committee outlined in the WCA bylaws.