

MANSFIELD CHRISTIAN SCHOOL



Job Posting: WVMC Office Manager Accepting applications beginning: March 7, 2018

Part-time position beginning March 2018
Approximately 20 hours per week

Reports to: WVMC General Manager

- Duties:**
- Direct WVMC incoming calls and greet all guests who come to WVMC
 - Responsible for all WVMC mail: distribute incoming mail, handle bulk mailings, monthly statements and prize letters
 - Assist General Manager in preparation of reports, letters (Sharathon and Year End), communications and all functions of his job
 - Enter Community Calendar on website
 - Maintain all specifics to Sharathon Donors and Business Partners via donation software database
 - Coordinate month end receipts and statements to donors and Business Underwriters, mail and give reports to General Manager and Accountant
 - Collect and maintain an accurate record of debit and deposits of monthly financial contributions and reconcile bank statement
 - Work with the Business Manager on accounts payable and auto drafts

- Qualifications:**
- Be a born-again believer and in agreement with Mansfield Christian School's philosophy of Christian Education and Statement of Faith
 - Have experience in finance work
 - Be an organized, detail oriented, concise thinker and communicator in customer relations.
 - Possess high moral integrity and confidentiality
 - Have patience and perseverance

Please submit letters of interest to the WVMC General Manager.

Attention: Scott Saunders, WVMC General Manager
scotts@wvmcfm.com

WVMC FM
500 Logan Road
Mansfield, OH 44907