

Job Posting Notice

Finance and Enrollment Assistant

Accepting applications immediately

Position Type: Support Staff
Start Date: Summer 2024
Salary: Hourly; dependent on experience
Reports to: Finance Director and Admissions Director
Hours: Part-time, 20 hours per week

Qualifications:

- Bachelor's degree preferred, but not required
- Finance or Admissions office work experience preferred, but not required
- An understanding of basic financial management
- Proficiency in technology or capacity to learn software quickly
- A strong testimony of relationship/faith in Jesus Christ and agreement with Mansfield Christian's statement of faith
- Understanding of the mission and purpose of Christian education
- Demonstrates exemplary interpersonal and communication skills

Responsibilities:

- Management of individual tuition accounts [changes, collections, fees, etc.]
- Communication with families regarding tuition accounts
- Assist the Admissions Director with general responsibilities
- Oversight of all donations received by MCS; recording in financial record and posting to donor database.
- Updating all donor records when appropriate
- Assist the Finance Director with general responsibilities

Please submit letters of interest and resumes electronically to both:

Attention: Stacy Craner, Admissions Director, craner.stacy@mcsflames.org
Ariel Dials, Finance Director, dials.ariel@mcsflames.org

Employment at Mansfield Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age or disability. Mansfield Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Mansfield Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith, lifestyle statement, and the school's declaration and agreement to ethical and moral integrity.