



ROCKSOLID

CHRISTIAN ACADEMY

Office Manager Job Description

The office manager is an integral part of the administration team and serves as the initial point of contact for current and prospective families, visitors, students, and staff. One of the key functions of this position is providing a friendly and welcoming atmosphere in the office. In addition to answering the phones, monitoring the doorbell, and assisting students, the office manager oversees the administrative functions of the office including maintaining student and staff records, ensuring adequate office supplies, and coordinating communications with family and students.

- Answer telephone calls and emails
- Assist in preparing for and welcoming visitors
- Organize maintenance of office equipment
- Ensure the efficient functioning of the office by monitoring office supplies and ordering supplies/reorder as necessary
- Log all incoming checks/cash and prepare for Treasurer or Bookkeeper to deposit
- Maintain records of all donations
- Serve as steward of petty cash and maintain all records
- Oversee the tracking of parent & student volunteer hours
- Provide paperwork/onboarding for new employees
- Maintain student/family/staff paperwork and ensure confidentiality
- Maintain student and staff files
- Create new student application files, maintain records of payment, and follow-up until admissions decisions are made/finalized
- Assist with inputting/maintaining student and staff records in QuickSchools
- Keep attendance records and follow-up with students who are absent
- Communicate with parents when students are ill
- Prepare the monthly calendar
- Maintain Event board
- Create and disseminate the weekly e-newsletter
- Oversee daily family communication through student folders
- Other duties as assigned.

This is a part-time, 10-month position. Salary: \$15-\$17 per hour. Candidates must be able to pass a background check.

Rock Solid Christian Academy is a University-Model K-12 school in Denver, CO. Our mission is to partner with parents to equip students for a lifetime of learning and glorifying God through community, discipleship, and a Christ-centered, University-Model of education.