



**Job Title:**

Accounts Manager

**Job Description**

To support the school staff and parents by maintaining financial records and accounts for Cinco Christian School.

**Work Days & Hours**

7:30am – 4:30pm

**Summary of Duties**

1. Maintain a neat and professional appearance at all times.
2. Be courteous and professional in dealing with others.
3. Organize before and aftercare attendance reports.
4. School choice scholarship management.
5. Early learning scholarship management.
6. Payroll management.
7. Report workman's compensation claims.
8. Create tuition contracts.
9. Deposit reconciliation statements daily.

**Qualifications**

1. A Christian and an active member of a local Evangelical church.
2. Be consistent and reliable.
3. Sign a declaration of ethical and moral integrity.
4. Ability to pass a level 2 state and federal background check.
5. Ability to plan and organize

**Salary & Benefits**

1. *Hourly Rate* (\$20 - \$25 an hour)– Based on experience.
2. *Sick/Personal Days* – 12-month employees earn 56 hours of sick leave per annual year and accumulate up to a maximum of 40 hours to roll over to the next year.
3. *Tuition Discount* – Full-time employees receive 50% tuition reduction for their children.
4. *Health Insurance* – Full-time employees qualify to participate in a group insurance plan
5. *Retirement* – Full-time employees qualify to participate in our group 403B retirement option.