

VisionWay Christian School is searching for an Administrative Assistant to begin training in February. Duties will include, but are not limited to:

- Serving parents and prospective families in person and by phone
- Maintaining school calendars and assisting with event scheduling
- Preparing registration packets and tracking enrollment, tuition and fees
- Handling accounts receivable and accounts payable
- Organizing receipts, reconciling bank accounts, managing online payments and generating relevant reports

Applicants should be a follower of Christ, proficient with office technology and possess a working knowledge of Microsoft Word, Excel and be willing to learn the Student Information System.

Expected pay range: \$28,000-\$32,000 based on qualifications and experience.

Training will be provided.

Benefits may include paid time off, paid holidays, and eligibility for additional benefits in accordance with school policy.

All inquiries should be directed to VisionWay Christian School Office 217-824-6722 or email renee.brown@visionwayschool.org

