

# Bradenton Christian School

## Job Description

**Job Title:** Financial Aid, Scholarships & Student Billing Assistant  
**Reports to:** Director of Financial Aid and Student Billing  
**Classification:** Temporary Staff Position, Part-time, Flexible 20-25 hours per week

Bradenton Christian School, established in 1960, is located on the west coast of Florida in the city of Bradenton. The BCS mission is to provide a quality education rooted in God's Word, and to prepare the hearts and minds of God's children in partnership with the Christian community for service in God's world. We strive to pursue academic excellence for the glory of God, and we seek to partner with Christian parents who want to teach their children to apply a biblical worldview to all of life. Currently, we serve over 900 students in grades preschool through 12th grade. We are a member of Christian Schools International and are accredited by Christian Schools of Florida.

**General Purpose:** Bradenton Christian School is looking for a Christ-centered Financial Aid and Student Billing Assistant to faithfully support the school's mission and be good stewards of God's blessings for BCS. The Financial Aid and Student Billing Assistant will provide support to the Director of Financial Aid and Student Billing. This role must conduct all duties and responsibilities in a professional manner and with confidentiality due to the sensitive nature of the information that they will work with. On the job training provided in specialized areas of FACTS billing and scholarship duties.

### **Job Responsibilities include assisting with:**

- Billing related items utilizing the FACTS billing system
- Fielding financial aid, scholarship, and student billing questions for BCS families
- Communicating with families regarding the School Choice enrollment process and eligibility requirements
- Protecting sensitive information and maintaining confidentiality
- Assist with a variety of responsibilities on an as needed basis

### **Requirements:**

- A heart for Christian Education and to serve others
- Bachelor's degree preferred, but High School diploma/GED is required
- Excellent communication, interpersonal, and problem-solving skills
- Team player with strong organizational skills
- Proficiency in Microsoft Office Applications
- Must have the ability to maintain a high level of confidentiality