

# OFFICE MANAGER

Custer Christian School in Broken Bow, NE is seeking a dependable, organized, and personable **full-time Office Manager** to join our team. Immediate opening; training will be provided.

Responsibilities include answering phones, bookkeeping, paying bills, maintaining student attendance records, communicating with parents, and handling general office operations. Applicants should be professional, computer proficient, detail-oriented, and enjoy working with students, families, and staff in a Christian school environment.

**Hours:** Monday–Thursday, 7:30 a.m.–3:45 p.m.; Friday, 7:30 a.m.–3:00 p.m. Occasional flexibility in scheduling is required.

**Compensation:** Negotiable based on experience and qualifications.

To apply, submit a resume and references by one of the following methods:

Email: [gordongoodman040@gmail.com](mailto:gordongoodman040@gmail.com)

In Person: 727 South 6th Ave., Broken Bow, NE 68822

Mail: PO Box 308, Broken Bow, NE 68822

Position open until filled.