

# LAKE CENTRAL SCHOOL CORPORATION

8260 Wicker Avenue  
St. John, IN 46373  
365-8507

## SUPPORT SERVICES STAFF NOTICE OF VACANCY February 9, 2017

**Bookkeeper .....Grimmer Middle School**

### Qualifications

- Executive Secretary Experience Preferred
- Past experience in a similar position
- Proven track record of ability to maintain a high degree of confidentiality

### Essential Skills and Abilities

- Strong interpersonal skills
- Ability to greet visitors with enthusiasm and professionalism
- Strong clerical and organizational skills
- Financial bookkeeping skills
- Proficient with Microsoft Office
- Excellent listening and writing skills
- Ability to work both independently and as a team member
- Must exhibit neatness and accuracy in all work

### Duties

- Maintaining general ledger
- Prepare various accounting statements and financial reports
- Maintain accounts payable and all payment records
- Compile amounts owed from purchase orders, charge slips, etc.
- Manage accounts receivables including processing credits and soliciting payments
- Track textbook rental and fees
- Provide clerical support to administration
- Greet and assist visitors
- Answer telephone and resolve some routine and some complex inquiries

### Salary and Benefits

- Nine month position, 8 hours per day, additional days may be required.
- Hourly rate: \$14.65
- Benefits in accordance with the 9 month Information Sheet

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Apply online only at [www.lcsc.us](http://www.lcsc.us); Select Online Employment Application under Administration/  
Human Resources  
Select>Secretarial/Clerical/Librarian>Bookkeeper/Deputy Treasurer

**1<sup>st</sup> round of interviews will be scheduled for Monday, February 20, 2017**

### Direct questions to:

John Alessia, Principal  
Grimmer Middle School  
225 W.77<sup>th</sup> Ave. Schererville, IN 46375  
Phone 219-865-6985

**Deadline: February 16, 2017**

*Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.*