

LAKE CENTRAL SCHOOL CORPORATION

8400 Wicker Avenue

St. John, IN 46373

365-8551

SUPPORT SERVICES STAFF

NOTICE OF VACANCY

July 10, 2019

Bookkeeper Clark 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: \$15.50
- Benefits in accordance with the 9 month Information Sheet

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Apply online only at www.lcsc.us; Select Administration>Human Resources

Click Online Employment Application. Select: Secretary/Clerical/Library

Direct questions to:

Scott Graber, Principal

Clark Middle School

8915 W. 93rd Avenue, St. John, IN 46373

Phone 219-365-9203

Deadline: July 17, 2019

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.