

PLEASE POST

PLEASE POST

PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN 46407

M. Jones-Henderson, M.B.A.
Executive Director of Human Resources

Dr. Peter Morikis, Emergency Manager

POSITION: **Deputy Treasurer Position**

SALARY: **To be determined based on experience**

REPORTS TO: **Chief Operations and Finance Officer**

Position Information:

This position is a full time position 8 hour per day in the administration center, posting will be remain open until filled.

Qualifications

- Proficient with Regional Data Software, Excel, and Microsoft Office preferred by not required
- Clerical and accounting experience, strong computer skills, displays excellent verbal and written skills, works well with others
- Proven track record of ability to maintain a high degree of confidentiality

Essential Skills and Abilities

- Strong interpersonal skills
- Strong communication skills
- Ability to greet staff with enthusiasm and professionalism
- Strong clerical, organizational, and time management skills
- Excellent listening and writing skills
- Ability to work both independently and as a team member
- Must exhibit neatness and accuracy in all work
- Experience with bookkeeping or accounting software required
- Must be able to be bonded

Duties

- Maintain the corporation federal and special education financial records
- Submit the federal and special education reports
- Maintain the suspension and deparment files for all federal funds

- Balance and reconcile fund appropriations at the end of each month and budget year
- Balance and reconcile corporation bank statement balance monthly
- Provide support to the food service director in required financial reports to the Indiana Department of Nutrition
- Provide support to the extracurricular treasurers as needed
- Serve as the Notary Public for the administration office
- Special projects as needed
- Assist the Chief Operation and Financial Officer when necessary

Education

- Bachelor’s degree required
- Master’s degree preferred but not required

Required Testing

- Drug Test

Clearances

- Fingerprinting/Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Erma Patton at epatton@garycsc.k12.in.us

Gary Community School Corporation

Click on “Employment”

www.garycsc.k12.in.us

1988 Polk Street

Gary, IN 46407

EQUAL OPPORTUNITY EMPLOYER