



Clarksville Middle School
101 Ettel Lane
Clarksville, IN 47129
(812) 282.8235

Nikki Bullington, Principal
Troy Mitchell, Assistant Principal
Becky Bilsland, Counselor

NOTICE OF VACANCY
MIDDLE SCHOOL TREASURER/SECRETARY

School: Clarksville Middle School

Period of Time: Full Time

Minimum Qualifications/Requirements:

- High School Graduate
- Proven proficiency in Microsoft Office
- Proven proficiency in Managing Financial Operations
- Must qualify for a Position Bond

Purpose:

- Provides secretarial/clerical assistance to school principal and serves as the school secretary and treasurer.

Essential Functions:

- Excellent communication skills (written and verbal)
- Ability to maintain confidentiality.
- Proven record of accurate bookkeeping, accounting and data collection.
- Schedules appointments, greets visitors, receive and sort mail, reproduce copies, keep accurate and up-to-date records.
- Provides assistance to teachers regarding materials, forms and other needed information.
- Serve as contact person for scheduling practicum students and student teachers at the school.
- Serve as contact person for scheduling substitute teachers and classroom coverage as needed.
- Serves as liaison with staff for all building maintenance related problems.
- Orders and maintains levels of office supplies for school office use.
- Serves as bookkeeper for school co-curricular funds and:
 - a. maintain purchase order log and assures all departments work within their budget
 - b. prepare purchase orders and places orders, as requested
 - c. assure that purchase orders and invoices are forwarded to the corporation treasurer on a timely basis

- Assigns textbook rental fees based on student schedules and:
 - a. send billing statements to parents
 - b. apply payments and credit for textbook rental assistance
 - c. refer to administration office for small claims proceedings if needed
- Assists in billing and collecting student obligations for all fees, including the media center, athletic department and various school organizations.
- Manages all processes of small claims from CMS. This includes but is not limited to sending bills out on time, setting up payment plans, completing required documents for small claim submissions and representing CMS at small claims court.
- Serves as bookkeeper for the school extracurricular funds and:
 - a. receive and deposit more than one-half million dollars yearly from all clubs and athletic events
 - b. roll money collected from vending operations
 - c. receipts, makes manual journal entries to, and reconciles thirty-nine separate bank accounts
 - d. provide timely and accurate financial statements to sponsors and State Board of Accounts auditors
 - e. create purchase orders as requested
 - f. maintain Request for Fund-Raising Activity forms
 - g. maintain accurate records, reports and submit all required forms to administration building on time
 - h. upload monthly required reports to Gateway
- Ability to work independently
- Performs a variety of secretarial duties needed for the efficient operation of CMS
- Performs other duties as assigned by school principal, superintendent, chief business officer or designee.

Salary: Salary Schedule as adopted on the Statement of Benefits for Clerical Employees

Applications accepted until the position is filled. Applicants must submit a letter of interest, application and resume to Nikki Bullington at: nbullington@clarksvilleschools.org

Date: December 4, 2018

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).