

LAKE CENTRAL SCHOOL CORPORATION
8400 Wicker Avenue
St. John, IN 46373
365-8551

**SUPPORT SERVICES STAFF
NOTICE OF VACANCY
UPDATED JULY 18, 2014**

Bookkeepers (2)..... Clark Middle School
..... **Kahler 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: \$13.66
- Benefits in accordance with the 9 month Information Sheet

Apply online only at www.lcsc.us; Select Job Opportunities under About LCSC/Human Resources
Select>Secretarial/Clerical/Librarian>Bookkeeper/Deputy Treasurer

Direct questions to:

Scott Graber, Principal Ken Newton, Principal
Clark Middle School Kahler Middle School
8915 W. 93rd Ave, St. John, IN 46373 600 Joliet St., Dyer, IN 46311
Phone 219-365-9203 Phone 219-865-4428

Deadline: July 25, 2014

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.