

# Vanderbilt Area School

## JOB POSTING

May 2, 2017

Vanderbilt Area School is accepting applications for the following position:

### **Secretary**

**Rate of pay** – \$12.00/hour

**Hours to be worked** – 7:30 a.m. – 3:30 p.m. during the school year. Position begins the two weeks before the first day of school and ends two weeks after the last day of school.

**Classification** – Non-union

**Minimum Qualifications** – High school diploma, prefer minimum of Associates Degree; accounting experience helpful.

#### **Description:**

The secretary will be responsible for the following duties: regular secretarial duties including answering the phone, sorting mail, communicating with staff, and being the first person the public encounters at the school. Experience with technology programs including MS Word, MS Excel, PowerSchool, and Google Applications is a fundamental requirement of the position. Also, reports are regularly submitted to the Michigan Department of Education and must be accurate, error free, and timely. In addition, data collection for payroll, accounts payable, accounts receivable, new employee paperwork, bus driver personnel paperwork, Board of Education paperwork, and worker compensation claim information likely will be a part of the necessary duties.

The secretary should be a team player, self-motivated, personable, caring, honest, trustworthy, a fast learner, and have excellent accounting skills. Vanderbilt Area School is seeking someone with previous experience in a school setting.

#### **Please submit application materials to:**

An application is available by request at the office. A completed application is required; the application can be downloaded from the school website, [www.vanderbiltareaschool.org](http://www.vanderbiltareaschool.org). A cover letter, resumé, and college transcripts will also be expected. Please submit materials to the Vanderbilt Area School; C/O Mr. Rick Heitmeyer, Superintendent; 947 Donovan St.; Vanderbilt, Michigan 49795.

Direct any questions to Mr. Rick Heitmeyer, Superintendent. (989) 983-2561.

**Deadline: May 15, 2017, or until filled.**