



"Preparing for the Future, One Child at a Time"

SUPPORT STAFF

POSITION	ACCOUNTING SECRETARY
DESCRIPTION	<p>The School District of Monroe is seeking an energetic, detail-oriented and passionate accounting secretary to work with the amazing students, staff and parents at Abraham Lincoln Elementary. It is essential that the candidate be able to provide a customer-friendly relationship in all interactions. The position requires you to assist in the day to day operation of the building by answering phone calls, email correspondence and greeting and directing visitors.</p> <p>Accounting duties will involve maintaining accurate and current financial records as well as being a resource for food service, building budgets and student programs.</p> <p>Preferred candidates will enjoy working with elementary aged students and have strong verbal and written communication skills with a variety of stakeholders, including students, staff and parents. The ability to be flexible and problem-solve as a member of a collaborative team is essential.</p>
QUALIFICATIONS	<p>Candidates must possess the required office skills and an associate degree in Bookkeeping/Accounting is preferred. A working knowledge of the Wisconsin Uniform Financial Accounting Requirements is preferred but not required.</p> <p>The selected candidate must be able to start by August 27, 2018.</p>
CONTRACT	40 hours/week - 40 weeks/year
SUBMIT	Letter of interest Resume Copy of transcripts 3 current letters of reference-dated within the last three (3) years 3 references with contact numbers
TO	APPLICATION MATERIALS MUST BE SUBMITTED VIA WECAN. Rick Waski, District Administrator 925 16 th Avenue, Suite 3 -- Monroe, WI 53566 608-328-7135 (phone) rickwaski@monroe.k12.wi.us
DEADLINE	July 23, 2018

The application materials submitted and interview are vital components of the decision-making process when filling vacancies. The ability to communicate effectively in both verbal and written manner is considered an essential skill for all district personnel. The School District of Monroe is an equal opportunity employer.