



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

# SUPPORT STAFF

<b>POSITION</b>	<b>ACCOUNTING SECRETARY- PARKSIDE ELEMENTARY SCHOOL</b>
<b>DESCRIPTION</b>	<p>The School District Monroe is seeking an energetic, detail oriented and passionate accounting secretary to work with the amazing students, staff and parents at Parkside Elementary School. 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 oversight and maintenance of accurate and current financial records for the building budget as well as being a resource for food service and student programs.</p> <p>Other duties include: daily announcements, maintaining building calendars, creating and distributing newsletters, student mailings, creating flyers/school documents, lunchroom cashier and supervision, health office support.</p> <p>Preferred candidates will enjoy working with elementary school 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>
<b>QUALIFICATIONS</b>	<p>Candidates must possess a minimum of an associate degree in Bookkeeping/Accounting or equivalent work experience in a bookkeeping setting. A working knowledge of the Wisconsin Uniform Financial Accounting Requirements is preferred but not required.</p> <p>Candidates must have strong technology skills including being proficient in Microsoft and Google programs.</p>
<b>CONTRACT</b>	<p>Position begins early August 2024 with possibility for some training days in June or July 2024.</p> <p>40 hours/week - 40 weeks/year Pay range \$19.09 - \$21.84</p>
<b>SUBMIT</b>	<p>Letter of interest Resume 3 Letters of Recommendation (dated within the last year)</p>
<b>TO</b>	<p><b>Please submit via email.</b></p> <p>Jenna Trame, Principal Parkside Elementary 920 4th St-- Monroe, WI 53566 608-328-7130 (phone) <a href="mailto:jennatrame@monroe.k12.wi.us">jennatrame@monroe.k12.wi.us</a></p>
<b>DEADLINE</b>	<p>Wednesday May 1st, 2024</p>

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.