

Vacancy Announcement for 2018-2019 school year

An Equal Opportunity Employer

Position Title: Executive Administrative Assistant
Location: Robertson County Special Services (RCSS)
Salary Range: Based on experience
Length of Work Year: 11 months / 207 days

POSITION SUMMARY:

Facilitate the efficient operation of the office. Manage the financial and business affairs including accounting, payroll, and purchasing. Assist Executive Director. Provide clerical services to professional staff when needed.

POSITION REQUIREMENTS:

Education/Certification:

High school diploma

Special Knowledge/Skills:

Knowledge of school district finance, budgeting, and accounting systems; organization, operations, and administrative policies

Ability to analyze and interpret financial data, evaluate accounting problems, and recommend improved procedures

Ability to use personal computer and software to develop complex accounting reports, spreadsheets, and databases

Ability to maintain accurate and auditable records and meet established deadlines

Strong communication, public relations, and interpersonal skills

Proficient keyboarding, word processing, and file maintenance skills

Excellent organization skills

Experience:

Three years accounting experience at a high level of responsibility preferred, but not required

Three years advanced secretarial experience preferably in a public school district preferred, but not required

DUTIES/RESPONSIBILITIES:

Work for Robertson County Special Services, a shared service arrangement for the following districts: Bremond, Calvert, Franklin, Hearne, and Mumford. Office is located in Hearne and Franklin ISD is the fiscal agent.

Perform all other tasks and duties as assigned: more detailed job description will be discussed at interview.

APPLICATION PROCEDURES:

Applications can be found at www.rcssc.org. Complete and forward to:

Robertson County Special Services
704 Wheelock St.
979-279-3507
Fax: 979-279-8040

Leslee Falco
leslee@rcssc.org
Rose Starkey
rose@rcssc.org

Applications will be accepted until position is filled.