**Deputy Treasurer/Administrative Assistant**

**WCIESC is hiring:**

West Central Indiana Educational Service Center is an agency authorized by State statute to operate under the guidelines of the State Board of Education.  The Service Center must allow every school corporation in its service area an opportunity to participate.  The Service Center is governed by the participating school corporations.  The WCIESC initially started in 1985 and currently serves sixteen school corporations. The purpose of WCIESC is to

\*Meet the local educational needs of member school corporations by identifying those needs with support from school staff. \*Enhance educational opportunities for students by pooling together resources to help establish programs, resource materials and serve the educational needs of students.

\*Provide for a more efficient use of member schools’ time, materials and financial resources to enhance the quality and quantity of service and educational offerings.

 \*Allow for every school corporation equity of opportunity between member school corporations.

\*Function as a facilitator for the Department of Education for the delivery of programs to the member schools in West Central Indiana.

**Part Time Position:**

We are hiring a Part-Time Deputy Treasurer/Administrative Assistant. This employee is directly responsible to the Executive Director. Expected working hours are Tuesday thru Friday 8:00 am to 4:00 pm with some degree of flexibility available. This is a position that will not exceed 200 working days per year. The salary will be an hourly rate to be determined by the experience, skills, education, and training of the candidate. Office location is in Greencastle.

**Deputy Treasurer/Administrative Assistant Job Responsibilities:**

* Applies for and obtains a treasurer’s bond
* Obtains accounts receivable by gathering, sorting documents and related information, computing charges/refunds, preparing and sending invoices and keeping accurate records utilizing QuickBooks Pro for invoicing accounts.
* Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
* Prepares and records Purchase Orders
* Exhibits polite and professional communication via phone, e-mail, mail and in person.
* Assists in collection and deposit of cash and checks to bank with presence of witness to ensure transparency and accountability.
* Aids the treasurer in line with the Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations.
* Participates in various meetings as a team member and aids in monitoring budgets.
* Manages all office functions in the absence of the Treasurer and executes all duties pertaining to the Treasurer’s office.
* Regularly checks the WCIESC calendar for workshops, vacations and/or leave schedules to verify that the office is always covered by staff.
* Provides administrative support to ensure efficient operation of the office.
* Answers phone calls, schedules meeting locations and supports visitors.
* Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
* Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies.
* Locks and secures offices at the close of business
* Sets up and cleans up after workshops and meetings
* Assists in keeping and providing records for the State Audits
* Promotes good relations in and out of the office
* Performs such other tasks and responsibilities as assigned or delegated by the Executive Director

**Skills and Qualifications:**

* Organization
* Analyzing Information
* Professionalism
* Problem Solving
* Verbal Communication
* Reporting Skills
* Administrative Writing Skills
* Website Management and Development Skills

**Education and Experience Requirements and Preferences**

* High school diploma or equivalent education required
* Valid driver’s license and current automobile insurance required
* 3 years of Administrative Assistant experience is preferred
* Background in Bookkeeping preferred
* Knowledge of appropriate software including Google Suite, Microsoft Word, Excel, and PowerPoint, Adobe Acrobat, Komputrol Software and QuickBooks preferred