

# **Job Opening**

## **USD 353 School District**

### **Part Time Business Office Clerk**

#### **Part-Time Business Office Clerk**

Completes reports required for internal and external compliance, including but not limited to, information for the Kansas State Department of Education.

Provides on-going training as needed to staff throughout the District, both individually and in groups, on use of information systems.

Assists with data maintenance; both student and employee.

Responds in a knowledgeable, courteous, and professional manner to inquiries and requests for assistance from program managers, employees, and the community regarding the budget and other activities of the Business Department.

Cross-trains on other positions in the Business Department.

Attends training and other outside seminars as approved.

Ensures important functions are covered by other staff members during absences.

#### **Knowledge, Skills, and Abilities**

Advanced computer proficiency and the ability to effectively use Microsoft Word, Excel, Outlook, Access and PowerPoint, which will be determined and validated by testing

Strong analytical and problem solving skills

Gives the highest priority to achieving accuracy

Ability to communicate exceptionally with customers, outside vendors or company personnel. Exceptional communication skills will assist in motivating, influencing, and advising others on matters of significance.

Maintains confidentiality with all sensitive information

Organizes work well and is able to successfully prioritize when faced with multiple requests, demands, and deadlines

Capable of performing a variety of tasks, as well as changing assignments on short notice

Demonstrates a high level of initiative, accepts all responsibilities fully, and meets deadlines

Ability to work and make decisions independently, guided by departmental policies, criteria, and goals. Will be required to use your discretion to interpret policies, laws, and theories

Ability to write letters, memos and report

If interested, please contact:

Wendy Goodrum

e-mail: [lwgoodrum@usd353.com](mailto:lwgoodrum@usd353.com)

By

4:00 p.m.

Tuesday, May 31, 2016