

Category: **Secretary and Office Personnel/Accounts Receivable**

Date Posted: **8/2/2024**

Location: **Great Oaks Career Campuses**

Date Closing: **08/16/2024**

**General Description:**

Performs all duties necessary to the efficient operation of the Treasurer's Office department.

**Qualifications:**

High school diploma or general education degree (GED). Two years related experience and/or training or equivalent combination of education and experience preferred.

**Essential Duties and Responsibilities:**

- Supports and enforces Board policies and administrative procedures.
- Receives and greets staff, parents, and visitors courteously and assists them accordingly.
- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable
- Creates invoices according to company practices & submits invoices to customers
- Process employee reimbursements
- Collaborate with Career Tech Student Organizations (CTSO) advisors
- Title IV Liaison
- Assistant in monitoring the use of district credit cards
- Assists with the completion of assigned projects/tasks.
- Maintains a high level of ethical behavior and confidentiality of information.
- Maintains office equipment such as copy machines, fax machines, and printers.
- Maintains up-to-date knowledge of technology utilized by the district.
- Manages time-sensitive projects.
- Maintains data involving financial & payroll
- Prepares reports
- Assumes decision-making responsibilities within the realm of the position.
- Handles information in a confidential, routine, legal, and statistical nature.
- Other duties as assigned.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Hours:** 7:30 a.m. - 4:00 p.m. Monday - Friday

**Availability Of Position:** Immediately (Exact date to be determined)

**Minimum Salary:** \$51,875 - **Minimum Salary**

Placement on the salary schedule is commensurate with educational preparation and work experience. 260 - Day Contract

**Application Procedure:** Apply online at [www.greatoaks.com](http://www.greatoaks.com)

**Application Deadline:** August 16, 2024 or until position is filled.

*Equal Opportunity: All Great Oaks Career Campuses educational activities, employment practices, programs and services are offered without regard to race, color, national origin, gender, age, or disability.*

**Great Oaks Career Campuses** uses the [applicant tracking](#) system from Frontline Education to manage employment applications online.