CANDIDATES INTERESTED IN MAKING APPLICATION

The Board of Education of the Unified School District of De Pere is seeking qualified candidates for the following position:

District Office Fiscal/Curriculum Secretary

- 12 Month position – Full time (7:30 a.m. – 4:00 p.m. Monday – Friday)
- Anticipated start date: As soon as possible
- Wage rate: Based on experience, but will be in the $18.00 - $19.00 per hour range
- Anticipated location: District Office
- Position Summary: Performs a wide variety of activities related to supporting Business Office operations and supporting the Director of Curriculum & Instruction by providing timely, efficient, and accurate operational and technical support. Requires experience/background in accounting as well as strong administrative assistant skills.

General Qualifications
1. High School diploma / G.E.D. and 4 years progressive office experience, or Associate degree in directly related field and 2 years progressive office experience.
2. Strong understanding of computerized accounting systems.
3. Demonstrated knowledge and expertise in the area of accounting; ability to organize accounting and financial reports.
4. Strong computer skills including the ability to work with web-based applications and specialty software packages. Experience with Google Apps preferred.
5. Advanced understanding of office software including; word processing, spreadsheets, data management and presentation software.
6. Demonstrated advanced business math/computational skills.
7. Strong keyboarding/typing skills.
8. Ability to multi-task and prioritize tasks to meet strict deadlines.
9. Strong organizational skills and attention to detail.
10. Strong, professional communication skills, both verbal and written; demonstrated effective public relation, communication, and interpersonal skills; ability to work successfully with a variety of people.
11. Ability to work alone and unsupervised for extended periods of time.
12. Demonstrated ability to maintain confidential information.

Interested candidates should make application to Kirby Kulas, District Office, 1700 Chicago St., De Pere, WI 54115.

Deadline for receiving applications is August 4, 2016.

The Unified School District of DePere does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District’s premises during non-work hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.