

Vacancy Announcement for 2020-2021 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: 12 months / 226 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:

The online application can be found at www.rcssc.org or <https://www.franklinisd.net/>

Robertson County Special Services
704 Wheelock St.
Hearne, TX 77859
979-279-3507
Fax: 979-279-8040

Leslee Falco
leslee@rcssc.org

Applications will be accepted until position is filled.