

Meredosia-Chambersburg CUSD 11
Job Posting: Jr-Sr High Secretary

Posting Date: January 18, 2022

Start Date: April 1, 2022

Duties:

- Customer service, data entry, accounts payable, accounts receivable and other duties and responsibilities as assigned.
- Perform all clerical duties including; memos, letters, and purchase orders.
- Maintain and keep up-to-date files and inventory.
- Perform duties such as data entry for students, lunch/breakfast program, registration, book fees, and reports.

Qualification:

- Strong written and verbal communication skills
- Demonstrated proficiencies with Microsoft Office Tools and office equipment
- Budget management/expenditure monitoring
- Organizational skills

Salary/Benefits:

The salary is based on education and experience. Employee insurance is provided and the package includes sick days and personal days. This is a 10 month position.

How to Apply:

Send resume to Thad Walker at 830 Main Street Meredosia, IL 62665 or mail to:
twalker@mcsd11.net