

TOPPENISH SCHOOL DISTRICT

OCTOBER 8, 2021

OJC # 14527

POSITION ANNOUNCEMENT

ADMINISTRATIVE SECRETARY FEDERAL & STATE PROGRAMS DISTRICT OFFICE

8 HOURS PER DAY/260 DAYS

7:30 A.M. – 4:00 P.M.

ANTICIPATED START DATE: OCTOBER 25, 2021

QUALIFICATIONS:

- High School Diploma or GED required. Vocational/office management training, A.A. Degree, or previous successful office experience required.
- Basic computer skills in word processing, database, spreadsheet and internet use required.
- Must possess proficient 10-key calculator skills, accurate keyboarding and accurate data entry skills.
- Demonstrated ability to work independently. Must be able to organize, set priorities, meet deadlines, attend to detail and follow through on a variety of tasks.
- Must possess a high level of written and verbal communication skills. Proficient spelling, punctuation and grammar skills are required.
- Ability to accurately perform basic accounting and bookkeeping functions in accordance with district, state and federal policies, procedures and regulations for accounting/purchasing in the public school setting.
- Knowledge of basic accounting/purchasing principles, financial and statistical record keeping and database software specific to school accounting preferred.
- Ability to maintain confidentiality.
- Ability to establish and maintain positive working relationships.
- Familiarity with grant applications preferred
- Willingness to perform related duties as assigned
- Bilingual English/Spanish required.

APPLICATION PROCEDURE:

In-district candidates need to submit a letter requesting transfer (e-mail is acceptable) to:

Julie Godina – Human Resources Department jgodina@toppenish.wednet.edu

Subject of e-mail: Request for Transfer

No later than Thursday, October 14, 2021 – 4 p.m.

Other applicants need to apply online at: www.toppenish.wednet.edu > Job Postings > Online Job Center

CLOSING DATE: OPEN UNTIL FILLED

The Toppenish School District is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact the Human Resources office at (509) 865-4455 or e-mail hr@toppenish.wednet.edu.

The following employees have been designated to handle questions and complaints of alleged discrimination: Shawn Myers, Civil Rights Compliance Coordinator, myerss@toppenish.wednet.edu Sandra Birley, Section 504/ADA Coordinator sbirley@toppenish.wednet.edu; Brett Stauffer Title IX Coordinator bstauffer@toppenish.wednet.edu They can be reached at 509-865-4455 or 306 Bolin Dr., Toppenish, WA 98948 EOE