**JOB POSTING**

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| **Position Title:** | Jr/Sr High School Extra Curricular Activities (ECA) Treasurer (7th - 12th) | **Location Code:** | 2801(BRV Jr/Sr High School) |
| **Department:** | Non-Certified | **Employee Status:** | Employee |
| **Revision Date:** |  | **Full-Time/Part-Time Status:** | Full Time |
| **FLSA Status:** | Exempt | **Working Period:** | 210 days |
| **Bargaining Unit Status:** | Excluded | **Date Approved by Board:** | Existing |
| **Salary:** | Commensurate with experience | **Insurance:** | Health & Dental, Life, LTD |
| **Application Deadline: 6-10-2022** |  |

**Minimum Qualifications:**

* Candidate must have a positive and professional mindset and personality
* Ability to effectively work with others in a professional office environment
* Basic fiscal management and accounting skills
* Have a valid state driver’s license with ability to drive to make bank deposits
* Capacity to be bonded by Blue River Valley Schools
* Pass the required Expanded Criminal History Check

**Nature and Scope of Position:**

* Selected candidate will manage all ECA treasurer responsibilities at BRV jr/sr high school

**Duties & Responsibilities:**

* Selected candidate will work closely with the athletic director and other ECA sponsors in conducting a variety of athletic and other ECA business and accounting procedures
* Will work closely with the building principal and other staff on a variety of school business items including, but not limited to, ECA accounts, book fee process, collection of fees, payables & receivables, and textbook fees and calculations
* Balance monthly bank statements and accounts
* Work in coordination with the athletic director in Eventlink athletic software
* Work with BRV administrative team in submitting reports into Indiana’s Gateway system
* Perform related work as assigned by the assistant principal and principal
* Other duties as assigned

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**Application Instructions:**

* Non-Certified application located at our school website under the employment area ([www.brv.k12.in.us](http://www.brv.k12.in.us))
* Current resume
* Three professional letters of reference
* Submit all documents to: **BRVApplications@brv.k12.in.us**

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