

BROWNSBURG COMMUNITY SCHOOL CORPORATION

NOTICE OF VACANCY

September 15, 2025

Position: Building Treasurer / Administrative Assistant

Location: Reagan Elementary

Qualifications:

- High school diploma
- High moral character, good attendance record
- Ability to be bonded
- Ability to work with the public and school procedures
- High proficiency in computer skills including Word, Excel and data bases
- Experience in financial recordkeeping preferred

Responsibilities:

- Maintains accurate electronic accounting records to include ECA funds, bank statements, purchase orders, etc.
- Maintains accounts as prescribed by the State Board of Accounts and the BCSC Business Office
- Greet visitors and incoming calls
- Maintains respect at all times for confidential information

Other Information: 37.5 hours/week; 11 months/year

Starting Date: Immediately

Contact: Submit online application at: www.brownsburg.k12.in.us
(Click on Employment, Select Support Staff Application)

Jodi Gordon
Executive Director of Human Resources
Brownsburg Community School Corporation
310 Stadium Drive
Brownsburg, IN 46112
PH: 317-852-5726

Equal Opportunity

Brownsburg Community School Corporation does not unlawfully discriminate on the basis of age, race, religion, national origin, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to: Title IX Coordinator/Assistant Superintendent, BCSC, 310 Stadium Drive, Brownsburg, IN 46112.