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<b>Posting:</b>	<i>Vacancy Announcement-2024-2025 School Year</i>
<b>Position Title:</b>	<b>School Secretary/Bookkeeper- (School Secretary II)</b>
<b>Immediate Supervisor:</b>	Principal
<b>Pay Scale Level:</b>	Salary Class H
<b>Days:</b>	220

**Minimum Qualifications/Requirements:**

- Minimum of High School Diploma or four years of successful experience in bookkeeping; Associate Degree and previous experience preferred.
- Able to pass the District adopted Literacy Test and Typing Test.
- Effective communication and interpersonal skills.
- Efficiency in the operation of a desktop computer and keyboard; proficient working knowledge of Word and Excel, or other comparable software required.
- Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**Selected candidates must have the ability to:**

- Perform all secretarial and bookkeeping tasks associated with the specific position.
- Adheres to and complies with all applicable federal, state, and local governmental requirements.

*This job description is intended to serve as a summary of the primary responsibilities and qualifications for this position. It is not intended as inclusive of all duties an individual may be asked to perform while in this position or of all qualifications that may be required now or in the future.*

**Application Deadline:**

Open until filled\*

*\*Please note that the application deadline date is for the convenience of the District.  
We reserve the right to extend the deadline.*

**Application Procedure:**

All interested In-District personnel should submit a letter of interest, resume and complete credential packet online at [www.applitrack.com/florence/onlineapp](http://www.applitrack.com/florence/onlineapp)

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*Florence School District Three is an Equal Opportunity Employer*