

**BROWNSBURG COMMUNITY SCHOOL CORPORATION**

**NOTICE OF VACANCY**

April 30, 2024

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**Position:** Building Treasurer / Administrative Assistant

**Location:** Brown 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
- Greets visitors and incoming calls
- Maintains respect at all times for confidential information

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

**Starting Date:** Beginning with the 2024-25 school year  
(first work day: Monday, July 22, 2024)

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

**Jodi Gordon**  
**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, gender, 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.