

**BROWNSBURG COMMUNITY SCHOOL CORPORATION**

**NOTICE OF VACANCY**

**May 16, 2024**

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- Position:** Administrative Assistant / Receptionist / Treasurer
- Location:** Early Childhood Center
- Qualifications:**
- Related bookkeeping and administrative assistant experience preferred
  - Ability to multi-task and meet deadlines
  - Highly organized and close attention to detail required
  - Excellent analytical skills along with excellent written and verbal communication skills
  - Strong work ethic, professional demeanor, and excellent attendance
  - Ability to be bonded
  - Must be collaborative and a positive member of the team
  - Ability to problem solve independently as well as with a team
  - Proficient in Microsoft Office products, specifically Word and Excel
- Responsibilities:**
- Maintains accurate electronic accounting records to include a variety of fee schedules, bank statements, purchase orders, etc.
  - Processes purchase orders, bank deposits and other financial transactions on a daily basis
  - Maintains accounts and processes as prescribed by the State Board of Accounts and the BCSC Business Office
  - Greets visitors and answers incoming phone calls
  - Assists families with enrollment procedures
  - Maintains respect at all times for confidential information
- Other Information:** 11 months / year
- Starting Date:** Beginning with the 2024-25 school year  
(first work day: to be determined)
- Contact:** *Submit online application at: [www.brownsburg.k12.in.us](http://www.brownsburg.k12.in.us)  
(Click on Employment, Select Classified/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, BCSC, 310 Stadium Drive, Brownsburg, IN 46112.