



JOB APPLICATION PACKET:

Position Opening:

Accounting Clerk

Application packets accepted until
Monday, October 15, 2012 at Noon

Required Application Materials:

1. Letter of Application
2. Full Resume
3. Completed MSHSAA “Application for Employment”

**Please return application packet by mail
or in person at the MSHSAA Office.**

POSITION DESCRIPTION

Accounting Clerk

Job Summary: The selected applicant will be involved in most aspects of the accounting system under the daily direction of the Accounting Manager. Responsibilities will include data entry, customer support, troubleshooting billing and receivable issues, and maintaining multiple records systems.

Work Schedule: 35 hours per week; some overtime and event assignments may be required.

Salary Range: \$22,000 - \$28,000 commensurate with qualifications.

Benefits Include:

- Paid health insurance
- 401k retirement plan
- 10 working days paid vacation per year
- Sick leave of 12 days per year
- Group Life Insurance

Examples of Work Performed:

- Payables – review, organize and code payables; data entry to prepare payable batches; generate and distribute disbursement checks; maintain control records for disbursement checks;
- Receipts – prepare daily check logs; review, organize and code receipts; organize source documents for collected receivables; data entry to prepare receipt batches;
- Receivables – assist with invoice generation and distribution; review, organize and code collected receivables;
- Review of playoff site financial statements, with data entry of resulting payables;
- Records Systems – maintain records system for vendor and event disbursements; maintain records system for outstanding invoiced receivables; maintain records system for closed receivables; maintain records system for member school activities;
- Other opportunities may be available based upon applicant skill set. Some assistance at playoff events may be required.
- This position will require daily computer operations in Microsoft Word, Microsoft Excel, but primarily extensive work in Sage Software's MIP Fund Accounting software. The position will also require daily interaction with member schools, officials, and vendors;
- This position will require a sincere team attitude, strong verbal and written communications skills, broad knowledge of proper grammatical usage, strong keyboard skills, and strong interpersonal abilities.

The MSHSAA is an Equal Opportunity Employer and does not discriminate on the basis of sex, creed, color, national origin, disability or age.

MSHSAA Contact: Stacy Schroeder, Associate Executive Director

Phone: (573) 875-4880

Address: MSHSAA, P.O. Box 1328, Columbia, MO 65205-1328

Located at 1 N Keene St., Columbia

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CLERICAL & TECHNICAL SKILLS (Please check the level that describes your skill)

Typing Skills: WPM: _____	<input type="checkbox"/> Unable	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Fax Machine	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Cisco Corporate Phone System	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Copy Machine	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
General Computer Skills	<input type="checkbox"/> Unable	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
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		Last Salary
		Supervisor
		Reason For Leaving

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SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

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REFERENCES (Give the name, address and telephone number of three references who are not related to you and are not previous employers).

Name: Address: Phone:	Name: Address: Phone:	Name: Address: Phone:
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CERTIFICATION OF ACCURACY:

I certify the information contained in this application is true, correct, and complete. To determine my qualifications for employment I authorize MSHSAA to conduct an investigation of my application. I understand that any false or misleading information furnished by me on this application form or in connection with my application for employment may result in rejection of the application, or if employed by MSHSAA, in the termination of employment. I understand that employment is subject to the results of a criminal background check.

Signature of Applicant _____ Date _____

Please return by mail or in person to:

<p>MSHSAA Office – Position Opening Attn: Stacy Schroeder P.O. Box 1328 Columbia, MO 65205-1328</p>
