

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

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

APPLICATION FOR EMPLOYMENT

Missouri State High School Activities Association P.O. Box 1328, Columbia, MO 65205-1328; Phone - 573/875-4880; Fax 573/875-2379

Provide all information requested by printing in ink or typing.

| GENERAL | INFORMATION | |
|---------|-------------|--|

| Name (Last) | (First) | | (Middle Initial) | Home Telephone |
|--|------------------------------|---|-----------------------|----------------------|
| Address (Mailing Address) | (City) | (State) | (Zip) | Daytime Telephone |
| , and the second | (6.13) | (6.2.6) | (=.p) | () - |
| What phone number should we use to speak with y | ou? What times would | be the best times to | reach you by teleph | one? List 3. |
| - | 1) | 2) | | 3) |
| E-Mail Address | | Are you legally en | titled to work in the | U.S.? Yes No |
| | | | | |
| POSITION | | I | _ | |
| For which posted position are you applying? | | | Accept: Part-Time | |
| Are you able to perform the essential functions o | f the joh you are applyir | ———— F | Full-Time | |
| without reasonable accommodation? Yes | No | ig for, with or | Temporary | |
| Salary Desired | | Date | Available | • |
| | | | | |
| EDUCATION AND TRAINING | | | | |
| Name of High School: | | Cit | y: | |
| High School Graduate? Yes No If no, list the highest grade completed: | | | | |
| Interscholastic Activities in which you participate | d in HS: | | | |
| | | | | |
| Any special honors or recognition received: | | | | |
| College, Business School, Military, P | ost-Graduate Stud | lies (if anv) (Mos | st recent first) | |
| Name and Location | Dates Attended | Graduate | Degree & Year | Major or Subject |
| | Month/Year | | α real | or Subject |
| | From | Yes | | |
| | То | □ No | | |
| | From | Yes | | |
| | То | □No | | |
| | From | Yes | | |
| | То | □No | | |
| | From | Yes | | |
| | То | □ No | | |
| COMPUTER APPLICATIONS (Please check the level that describes your skill) | | | | |
| Microsoft Word | Unfamiliar | Average _ | Good | Superior |
| Microsoft Excel | ☐ Unfamiliar | Average | | Superior Superior |
| Microsoft Access Microsoft Publisher | ☐ Unfamiliar ☐ Unfamiliar | ☐ Average☐ Average | Good Good | Superior |
| Microsoft PowerPoint | Unfamiliar | Average | | Superior |
| Sage MIP Fund Accounting | ☐ Unfamiliar | Average | | Superior |
| MSHSAA Website | Unfamiliar | | | Familiar |

| Typing Skills: WPM: Unfable | CLERICAL & TECHNICAL SKILLS (Please | check the level that describe | s your skill) | |
|--|-------------------------------------|---------------------------------------|-----------------------|--------------------|
| Cisco Corporate Phone System | | | | |
| Copy Machine General Computer Skills Undamiliar General Computer Skills WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience) Employer Telephone Number Number Employees Supervised Reason For Leaving Reason Fo | | | | |
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| Reason For Leaving | | | | |
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| SPECIAL SKILLS (List all pertinent skills and equipment that you can operate) | | | | | |
|--|----------|----------|--|--|--|
| | | | | | |
| | | | | | |
| REFERENCES (Give the name, address and telephone number of three references who are <u>not</u> related to you and are <u>not</u> previous employers). | | | | | |
| Name: | Name: | Name: | | | |
| Address: | Address: | Address: | | | |
| | | | | | |
| Phone: | Phone: | Phone: | | | |
| 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: | | | | | |

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