



JOB APPLICATION PACKET:

Position Opening:

EXECUTIVE ASSISTANT – ACCOUNTING

Required Application Materials:

1. Letter of Application
2. Full Resume
3. Completed [MSHSAA Application for Employment](#)
4. Official College Transcript (if applicable)

Please return by mail or in person to: MSHSAA Office – Accounting Assistant Position
Opening Attn: Toni Hill, 1 N. Keene St., P.O. Box 1328, Columbia, MO 65205-1328

JOB DESCRIPTION

Executive Assistant - Accounting

Job Summary: The selected applicant will be involved in most aspects of the accounting system under the direction of the Coordinator of Accounting. Responsibilities include, but not limited to, data entry, vendor support, records management, and support of digital ticketing.

Qualifications:

- Strong organizational skills, ability to manage time wisely, and work on several projects concurrently
- Working knowledge of business grammar and style both written and orally
- Proficiency with Microsoft Office Suite
- Accounting experience and background in sports and/or activities desirable
- Ability to work both independently as well as in a group; ability to adapt to changing project needs or demands

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

Salary Range: \$32,000 to \$45,000 commensurate with qualifications and experience.

Benefits Include:

- Board paid health insurance, employee assistance program, long-term care insurance and group life insurance
- Social security and supplemental 401k retirement plan.
- 10 working days paid vacation during the first 5 years and 15 days thereafter.
- Sick leave of 12 days per year, accumulative to 120 days.
- Cafeteria Plan/Flexible Spending Account available

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