



JOB APPLICATION PACKET:

Position Opening:

Assistant to the Chief Financial Officer

Required Application Materials:

1. Letter of Application
2. Full Resume
3. Completed MSHSAA “Application for Employment”
4. Official College Transcript

This document is available as a word document,
by request to Stacy Schroeder

POSITION DESCRIPTION: ASSISTANT TO CHIEF FINANCIAL OFFICER

JOB SUMMARY: The employee in this position is responsible for providing assistance to the Chief Financial Officer in the general administration of the business, accounting, marketing and promotional needs of MSHSAA.

DUTIES AND RESPONSIBILITIES:

MARKETING: Actively participate in all aspects of marketing for MSHSAA, to include: advertising and sales support, sponsorship sales and fulfillment, development of presentations and other promotional materials – print, digital, and multimedia; and assisting with the execution of MSHSAA social media objectives.

EVENTS: Assist with championship events – to include admissions, promotions, and manual/physical tasks; assist with contract development and operation of the MSHSAA mobile digital videoboard.

PURCHASES: Actively monitor and support vendor contracts, and manage the organization and purchasing of championship medals, trophy and plaque needs, and official souvenirs; manage publication purchases, including annual order, receiving, and managing/distributing annual inventories, resolution of errors, omissions, and additional orders; and all sales.

EQUIPMENT: Manage office equipment service contracts (copiers, printers, postage and shipping services, telephone system) and facility maintenance service agreements (elevator, HVAC, automobile, lawn care, etc.); manage communications with service providers and staff.

ACCOUNTING: Perform select accounting functions, such as completion of daily receipt logs, managing property records, special projects, and annual audit preparation. Manage inventories for event admission tickets, credentials, and parking passes

OTHER:

- In accordance with office policy and procedures, answer routine questions from school administrators, board members, advisory committee members, officials, contest managers, and interested parties on matters relating to MSHSAA activities and procedures.
- Operate computer software programs (Microsoft Word, Excel, Outlook, and PowerPoint preferred), copy machine, postage machine, etc. and provide support to other staff on each.
- Accurately type correspondence, memos, reports, etc. and maintain a variety of records and files, electronic and hard copy, for such documents, and other material.
- Participate in office-wide projects and assignments, such as mailings, meetings, assigned clean-up, etc.
- Maintain a positive work demeanor, and communicate in a manner conducive to positive customer, client, co-worker, and supervisor relations.

QUALIFICATIONS

- Bachelor's Degree required.
- Business, marketing, event management or accounting experience preferred; background in sports and/or activities desirable.
- Strong organizational skills; ability to manage time wisely and work on several projects concurrently.
- Proficiency in computer word processing, spread sheet development (Microsoft Word, Excel, Outlook, PowerPoint preferred), and editing draft materials.
- Ability to learn software and components to operate mobile digital videoboard.
- Ability to communicate accurately and effectively, in writing and orally, in person and on the telephone.
- Ability to work effectively with support staff and executive staff, both individually and on group projects, and the ability to adapt to changing project needs or demands.
- Ability to work well with diverse groups of individuals.
- General good health preferred.

WORK SCHEDULE: 35 hrs/week. Some overtime and travel is required; may include approximately 8-12 full weekends per year.

SALARY: \$28-35K; commensurate with applicant's qualifications, experience and credentials.

BENEFITS

- Board paid health insurance, life insurance, and long-term care insurance
- 401k retirement plan and FSA (dependent/medical)
- Paid vacation and sick leave

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.

GENERAL APPLICATION FOR EMPLOYMENT

Missouri State High School Activities Association

P.O. Box 1328, Columbia, MO 65205-1328; Phone - 573/875-4880; email@mshsaa.org

Provide all information requested by printing CLEARLY in ink or by typing.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	(Zip) Daytime Telephone () -
What phone number should we use to speak with you? () -	What times would be the best times to reach you by telephone? List 3. 1) 2) 3)		
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

POSITION

For which posted position are you applying?	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Accommodations needed (please list if any are required):	Date Available	

HIGH SCHOOL

Name of High School: _____ City: _____

High School Graduate? Yes No If no, list the highest grade completed: _____

Interscholastic Activities in which you participated in HS: _____

Any special honors or recognition received in high school: _____

Post-Secondary, College, and/or Graduate Studies (if any)

Name and Location (Most recent first)	Dates Attended Month/Year	Graduate	Degree & Year	Major or Subject
	From	<input type="checkbox"/> Yes		
	To	<input type="checkbox"/> No		
	From	<input type="checkbox"/> Yes		
	To	<input type="checkbox"/> No		
	From	<input type="checkbox"/> Yes		
	To	<input type="checkbox"/> No		
	From	<input type="checkbox"/> Yes		
	To	<input type="checkbox"/> No		

COMPUTER APPLICATIONS (Please check the level that describes your skill)

General Computer Skills	<input type="checkbox"/> Unable	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Microsoft Word	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Microsoft Excel	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Microsoft Publisher	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Microsoft PowerPoint	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Adobe InDesign	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Adobe Photoshop	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
MSHSAA Website	<input type="checkbox"/> Unfamiliar		<input type="checkbox"/> Good	<input type="checkbox"/> Superior <input type="checkbox"/> Familiar

WORK EXPERIENCE (Please detail your work history on your RESUME)

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

Name:	Name:	Name:
Address:	Address:	Address:
Phone:	Phone:	Phone:

MSHSAA is an Equal Opportunity Employer. All persons are encouraged to apply.

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. DATE OF BIRTH IS REQUIRED FOR BACKGROUND CHECK.

Signature of Applicant _____ Date of Birth _____ Today's Date _____

Please return by mail or in person to:

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

MSHSAA Use: