

# Vacancy Announcement for 2018-2019 school year

*An Equal Opportunity Employer*

**Position Title:** Executive Administrative Assistant  
**Location:** Robertson County Special Services (RCSS)  
**Salary Range:** Based on experience  
**Length of Work Year:** 11 months / 207 days

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## **POSITION SUMMARY:**

Facilitate the efficient operation of the office. Manage the financial and business affairs including accounting, payroll, and purchasing. Assist Executive Director. Provide clerical services to professional staff when needed.

## **POSITION REQUIREMENTS:**

### **Education/Certification:**

High school diploma

### **Special Knowledge/Skills:**

Knowledge of school district finance, budgeting, and accounting systems; organization, operations, and administrative policies  
Ability to analyze and interpret financial data, evaluate accounting problems, and recommend improved procedures  
Ability to use personal computer and software to develop complex accounting reports, spreadsheets, and databases  
Ability to maintain accurate and auditable records and meet established deadlines  
Strong communication, public relations, and interpersonal skills  
Proficient keyboarding, word processing, and file maintenance skills  
Excellent organization skills

### **Experience:**

Three years accounting experience at a high level of responsibility preferred, but not required  
Three years advanced secretarial experience preferably in a public school district preferred, but not required

## **DUTIES/RESPONSIBILITIES:**

Work for Robertson County Special Services, a shared service arrangement for the following districts: Bremond, Calvert, Franklin, Hearne, and Mumford. Office is located in Hearne and Franklin ISD is the fiscal agent.

Perform all other tasks and duties as assigned: more detailed job description will be discussed at interview.

## **APPLICATION PROCEDURES:**

Applications can be found at [www.rcssc.org](http://www.rcssc.org). Complete and forward to:

Robertson County Special Services  
704 Wheelock St.  
979-279-3507  
Fax: 979-279-8040

Leslee Falco  
[leslee@rcssc.org](mailto:leslee@rcssc.org)  
Rose Starkey  
[rose@rcssc.org](mailto:rose@rcssc.org)

**Applications will be accepted until position is filled.**