

Bookkeeper/Revenue Clerk/Secretary

The Bookkeeper/Revenue Clerk Secretary is responsible for supporting the accounting, purchasing and budgeting functions of the District Business Office. The position is responsible for representing the program and district in a positive way to students, staff, parents, and the school community.

Some of what you will do:

- Monitor, reconcile and correct student extracurricular accounts
- Revenue billings of district tournament and game sales
- Revenue billings of district federal school lunch application process and lunch sales
- Administration of annual school election
- Preparation of weekly revenue entry and bank deposits
- Compile and monitor Out-of-District attendance agreements for compliance
- Distribution of Helena Education Foundation grant funds to recipients
- Preparation of financial and budgetary reports as required
- Monitoring of facility use and SACC accounting systems of the district
- Assist other district personnel in the use of the district financial software
- Perform clerical duties including correspondence with vendors
- Resolution of vendor disputes regarding payment
- Respond to telephone inquiries, route telephone traffic, and take and deliver messages
- Process mail

Who we are looking for:

- High school diploma or general education degree (GED); and
- Two years of accounting training or experience with a working knowledge of standard accounting procedures relating to accounts receivable, accounts payable, standard revenue collection and deposit procedures; or
- An equivalent combination of training and experience as determined by the District.
- Skilled in Microsoft Office applications including Outlook , Excel and Word. Experience with AS 400 software preferred.
- Proficient in keyboarding and ten-key.
- Experience working with mathematical numbers and formulas.
- Demonstrated patience in dealing with customers and the ability to successfully resolve or defuse conflict in a positive way.
- Ability to manage multiple demands from several people.
- Commitment to developing positive, effective working relationships with students, staff and the school community while maintaining the highest standards of customer service.

- Skills to communicate clearly and concisely, both orally and in writing.

How to Apply

Complete the online application, to include a cover letter and resume. This position is ongoing, and applications are accepted immediately.

The hourly range is \$19.63-\$20.90 depending on experience. This position also includes a comprehensive benefit package.

Question? Email humanresources@helenaschools.org.

Important Notes

- This position is covered by a collective bargaining agreement between Helena School District and the Montana Federation of Public Employees.
- This recruitment may also be used to fill additional positions per business needs.
- Prior to employment, you must successfully complete the appropriate background check required for employment.

The Helena School District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, genetic information, sex, age, gender, sexual orientation, gender identity and expression, ancestry, marital status, military status, citizenship status, culture, social origin or condition, use of lawful products while not at work, political affiliation or a mental, physical or sensory disability, or by any other distinguishing characteristic if otherwise able to perform the essential functions of a job with reasonable accommodations. Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may email recruit@helenaschools.org or call (406) 324-2010. TTY users should first call 711 to access the [Traditional Relay Service from Montana Relay](#).