



## MS/HS Building Treasurer and Guidance Secretary

Western Wayne School Corporation Superintendent, Mrs. Kelly Plank, has announced a vacancy for the position of a **MS/HS Building Treasurer and Guidance Secretary**. This is a full time position.

### **Job Description: Building Treasurer and Guidance Secretary**

**Role Overview:** This position combines many responsibilities including the high school treasurer and guidance secretary duties. The position is responsible for the meticulous management of all building-level financial transactions. This role ensures that student activity funds, athletic budgets, and departmental accounts are handled with transparency and in strict accordance with state auditing standards and board policy. The Guidance Secretary serves as the "hub" of the Student Services department. This position requires a high degree of confidentiality and a welcoming demeanor, as you are often the first point of contact for students in crisis, parents navigating graduation requirements, and community partners.

### **Key Responsibilities**

- **Financial Record Keeping:** Maintain accurate ledgers for all internal accounts, including clubs, athletics, and student organizations.
- **Accounts Payable/Receivable:** Process purchase orders, verify deliveries, and issue checks. Manage daily deposits of cash and checks from various school events.
- **Audit Compliance:** Prepare financial reports for the Board of Education and ensure all records are "audit-ready" for state examiners.
- **Ticketing & Events:** Oversee the financial aspect of ticket sales for athletic events, drama productions, and dances.
- **Records Management:** Maintain and update permanent student files, including transcripts, immunization records, and standardized test scores.
- **Scheduling Support:** Assist counselors with the master schedule, student course requests, and the processing of schedule changes.
- **Registrar Duties:** Coordinate the enrollment of new students and the withdrawal process for transferring students, ensuring all records are sent/received promptly.
- **Scholarship & College Liaison:** Manage the distribution of scholarship applications and coordinate visits from university representatives.
- **Confidentiality:** Handle sensitive information regarding student mental health, 504 plans, and IEPs with absolute discretion.

## Qualifications and Competencies

- **Education:** High School Diploma required; post-secondary administrative training preferred.
- **Experience:** Previous experience in a school office, with finance, and confidential records environment is highly valued.
- **Skills:** Mastery of or willingness to learn programs such as Harmony, EPES ECA Financials, Eventlink; exceptional multitasking and interpersonal communication skills, collaborative attitude
- **The "Western Wayne" Way:** A commitment to supporting a positive school culture and a student-first mentality.
- **Adaptability:** The ability to remain calm and productive in a high-traffic office environment.
- **Tech Savvy:** Ability to learn new state-mandated reporting software quickly.

### Days/Hours/Pay:

- 210 days / 8 hours per day
- Contracted Salary
- Benefits available

### Application Process:

- Send an email to Mrs. Melissa Zimmerman, High School Principal, [melissa.zimmerman@wwayne.k12.in.us](mailto:melissa.zimmerman@wwayne.k12.in.us) and to Mrs. Robin Hokey, HR Director, [robin.hokey@wwayne.k12.in.us](mailto:robin.hokey@wwayne.k12.in.us) to express interest in this position.
- Please submit applications on Appli-track at <https://wwayne.k12.in.us/> select staff/employment and then Appli-track online applications.