

**Executive Secretary/Coordinator of Accounting Services & Financial Aid (250 Days Full Time)
United Technical Center**

Job Posting Number: 2324-1

Job Location: United Technical Center

Title: Executive Secretary/Coordinator of Accounting Services & Financial Aid (250 Days)

Job Time: Monday through Friday 8:00 am – 4:00 pm

Job Posting Date: October 31, 2023

Closing Date: November 8, 2023 3:00 pm

Minimum Qualifications:

- Hold high school diploma or GED
- Preferred Accounting/Business Degree and/or 24 Accounting College Credit Hours
- Preferred WV Public School Accounting/Finance Experience
- Preferred Financial Aid and or/ Pell Grant Experience

Job Responsibilities:

- Administrative Council – Agenda, Minutes, Records of Meetings, Maintenance of Records, Personnel Contracts
- UTC Accounting:
 - School Budgets – Fund 13, 63, etc.
 - State & Federal Funds
 - Requisitions, PO's, Invoices, Bill Payments
 - Monthly Bank Reconciliations
 - Compile & Maintain Records for Audits
 - Supervise School Funds Online; Use WVEIS, GPS, WV Oasis, etc
 - GASB Assistance
- Financial Aid:
 - Student Federal Pell Grant Awards
 - Federal Reporting & Records – SAM, G6, & IPEDS, etc.
 - WIOA, Voc. Rehab, HEAPS, etc.
- All other duties as assigned by UTC Administration.

Salary: Per Harrison County Schools Service Payroll & Supplement Scales

- Director/Coordinator Level C
- Accountant Admin. Supplement (Minimum 24 College Credit Hours Required)
- Executive Secretary (H)

Terms of Employment: 250 Days, effective immediately

Send Resume to:

Matthew Call, Director
United Technical Center
251 Marietta Street
Clarksburg, WV 26301
mcall@k12.wv.us

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