

SCHSL Administrative Assistant/Bookkeeper

QUALIFICATIONS:

High School diploma or equivalent and at least one year of bookkeeping or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

The position prefers the following knowledge, skill and ability to perform the job successfully:

- Knowledge of bookkeeping and office administration
- Ability to determine priorities, work independently and as a team
- Knowledge of Microsoft Office and accounting software
- Ability to effectively communicate information verbally and in writing to the organization, as a whole, individuals and outside entities
- Ability to work under pressure with minimal supervision
- General knowledge of high school athletics

REPORTS TO: Associate/Assistant Commissioners

RESPONSIBILITIES AND DUTIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS POSITION AND ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE.

- Maintaining filing system
- Performs computer data entry to record and retrieve information; generates spreadsheets and other computer reports as required
- Oversees sanctioning process for jamborees and invitationals
- Keeps record and notifies member schools when dues, fines, etc. are not paid
- Assists Commissioners by performing a variety of administrative and clerical tasks
- Undertake bookkeeping tasks to include but not limited to payments of invoices and expenses, reconcile bank statement, maintaining accurate and up-to-date ledgers, etc.
- Prepares year-end report on student eligibility for NFHS and to determine catastrophic insurance cost per member school
- Assist in preparing year end audit
- Assists Associate/Assistant Commissioners and Directors as needed
- Assists with proofreading of SCHSL documents
- Performs other duties as assigned by the Commissioners and/or Directors

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to fifty pounds of force occasionally, up to twenty pounds of force frequently, up to ten pounds of force as needed to move objects and the ability to climb stairs.

EVALUATION:

Performance of this job will be evaluated in accordance with the provision of the SCHSL policy manual and assessment instruction for administrative personnel.

BENEFITS:

This position is full-time as defined by the SCHSL Employee Handbook.

WORK YEAR AND SALARY

The annual salary for the 52-week position will be negotiable depending upon experience and other relevant qualifications. Comprehensive benefits – including vacation, state retirement and health insurance coverage, are provided.

APPLICATION PROCEDURE

As an applicant you shall submit:

1. A letter of interest.
2. A current resume of qualifications and experience.

Note: Submit information no later than Tuesday, April 17, 2018.

Send Information to:

Jerome Singleton, Commissioner
SCHSL
PO Box 211575
Columbia, SC 29221-6575

The commissioner of the South Carolina High School League will select candidates for interviews. Final selection will be made prior to July 1, 2018. Deadline(s) will be extended if a suitable candidate is not found during interviews.

The South Carolina High School League is an Equal Opportunity Employer.