



# CHUGACH SCHOOL DISTRICT

## Please Post POSITION VACANCY ANNOUNCEMENT

### FINANCIAL SECRETARY FOCUS Homeschool - Fairbanks

**Salary:**

DOE – Chugach Salary Schedule

Eligible for benefits including medical/dental/vision insurance, and vacation/sick leave.

**Hours:**

40 per week during school year

**Length of Contract:**

Year-round, with the possibility of reduced summer hours

**Required Qualifications:**

- Commitment to our homeschool program’s mission and values
- Professional communication skills, both written and verbal
- Strong customer service mindset with a focus on supporting families and staff
- Ability to collaborate effectively as part of a team
- Open to feedback and commitment to continuous improvement
- Attention to detail through accuracy, precision and thoroughness
- Eager and quick to learn office software and tools to enhance proficiency
- Strong organizational skills and time management skills
- Ability to meet deadlines in a fast-paced environment
- Maintains confidentiality and discretion

**Duties:** This position is responsible for receiving and processing financial documentation, managing student financial records, and maintaining accurate account tracking and reconciliation. The role includes establishing and organizing accounts and files, as well as serving as a primary point of contact for financial-related meetings and communication with families and staff.

In addition to financial tasks, this position will contribute to the planning and execution of schoolwide events and supporting the overall community experience. A working knowledge of general office operations will be developed to provide assistance with administrative tasks as needed. Other duties may be assigned based on the needs of the program.

**Opening Date:** Current

**Closing Date:** Until Filled

**Application Procedure:**

Application can be found: <https://chugachschoools.com/current-job-openings/>

Submit: Application, Cover Letter, Resumes, References to:

Annie Dougherty, FOCUS Homeschool

234 Front Street

Fairbanks, AK 99701

907-457-2545 e-mail: [adougherty@chugachschoools.com](mailto:adougherty@chugachschoools.com)

Chugach School District is an equal opportunity employer.



WWW.CHUGACHSCHOOLS.COM



9312 VANGUARD DRIVE ANCHORAGE, AK 99507-5305



907-522-7400

WHITTIER COMMUNITY SCHOOL | TATITLEK COMMUNITY SCHOOL | CHENEGA COMMUNITY SCHOOL

FOCUS HOMESCHOOL VALDEZ, ANCHORAGE, FAIRBANKS | VOYAGE TO EXCELLENCE

