

# **Payroll Vacancy**

**Bexley City Schools  
348 South Cassingham Road, Bexley, OH 43209**

**Posted: December 19, 2017**

The following position is available with the Bexley City School District. This position is not part of the classified bargaining unit. Interested individuals should apply, in writing or email, to Kyle Smith, Treasurer/CFO, [kyle.smith@bexleyschools.org](mailto:kyle.smith@bexleyschools.org), no later than 4:00 p.m. on Friday, January 13, 2017. A current professional resume should be included with the letter of intent.

<b><i>POSITION</i></b>	<b><i>BUILDING/HOURS</i></b>	<b><i>EFFECTIVE</i></b>	<b><i>SALARY RANGE**</i></b>
Payroll	Central Office 12 Months 7:30 a.m. to 4:00 p.m.	Immediately	\$47,000 – \$60,000

***Minimum Requirements:***

- 1. Associate's or bachelor's degree in accounting, finance or related field preferred.*
- 2. Two to three years' experience in payroll or related field, ideally in a school district setting.*
- 3. Intermediate or above skills in Microsoft Office Excel and Word.*

***\*\* Salary commensurate with experience***

*Job posting and job description on district's website: [www.bexleyschools.org](http://www.bexleyschools.org)*

*The position will be kept open until a qualified candidate is selected and approved by the Board of Education.  
**Bexley City School District is an Equal Opportunity Employer***