

POSITION POSTING

West Liberty-Salem Local School District

Has the following position open

Assistant to the Treasurer/Accounts Payable

This is a full-time position 260 days/year & 8 hours/day

If interested and hold the proper qualifications, please send a letter of interest and updated resume to:

Chelsea Baldwin
cbaldwin@wlstigers.org

DEADLINE TO APPLY: 3:00 PM May 25th, 2020

Salary: \$35,00-\$40,000

Required Qualifications:

- Strong working knowledge of Accounts Payable
- Accounting Degree a plus
- Prefer knowledge of Uniform School Accounting System
- Proficient in Excel and Word
- Very Detailed Oriented, ability to maintain accurate records
- Maintain Confidentiality
- Work cooperatively with others & independently to accomplish tasks
- Strong problem-solving skills and ability to communicate well

West Liberty-Salem Schools is an equal opportunity employer. We do not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.