

PLEASE POST

PLEASE POST

POSTING DATE

March 19, 2018

PAYROLL SPECIALIST

TO: ALL BEAVERCREEK CLASSIFIED STAFF

Applications are now being accepted for the above stated position within the Treasurer's Department. This position involves 260 days, includes holidays, with an immediate start date.

QUALIFICATIONS (Partial List)

- High School Diploma. Post-secondary training is desirable.
- Meets all mandated health requirements.
- Documented evidence of a clear criminal record.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of personal computing software including word processing, spreadsheet and data base applications.
- Basic understanding of Uniform School Accounting System, (USAS), and Uniform School Payroll Systems, (USPS).
- General understanding of internal control system(s).

GENERAL JOB DESCRIPTION

See Job Descriptions # 202.

APPLICATION PROCEDURE

(Outside Applicants – including current substitutes) Interested persons must apply online at the Dayton Area School Employment Consortium at <https://www.applitrack.com/dayton/onlineapp/>

Please list all training skills, abilities or experience which indicates applicant is qualified for the position. **Please indicate on the subject line of the e-mail the position for which you are applying for.**

APPLICATION DEADLINE

Application must be in Mr. Schwieterman's Office no later than **4:00 p.m., Friday, March 30, 2018.**