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PLEASE POST

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1/8/2025

**Human Resources & Payroll Coordinator
8 Hours/Day
(Replacement)**

TO: ALL BEAVERCREEK STAFF

Applications are now being accepted for the above-stated FLSA-exempt position. This position involves 249 days per fiscal year. The anticipated start date is February 3, 2025.

GENERAL JOB DESCRIPTION

See Job Description #204

APPLICATION PROCEDURE

All interested persons must apply online at the Dayton Area School Employment Consortium at <https://www.applitrack.com/dayton/onlineapp/>

SALARY RANGE

\$66,644 - \$73,376 per year

APPLICATION DEADLINE

Internal applicants must submit their application no later than **4:00 p.m. Tuesday, January 14, 2025**