

Payette School District has the following opening for the remainder of the 2018-2019 school year:

McCain Middle School Bookkeeper/Secretary

Job Summary: Bookkeeper/Secretary for McCain Middle School

Duties and Responsibilities:

- Administer the financial operations of school funds including revenues, expenditures, and budgets
- Collect receipts and deposit school monies, keep accurate bookkeeping of all student funds, transactions and checking account according to acceptable accounting procedures
- Provide monthly report to district office, board of trustees and/or other State agencies
- Administer accounts payable
- Respond to the needs of students, parents, staff and visitors in a positive, friendly manner
- Supervise students in emergency situations
- General office duties including but not limited to answering phones, filing, etc.
- Proficient in technology and software applications used in school
- Perform other school related duties as assigned by principal

Skills must include:

- Strong accounting skills
- Strong interpersonal skills
- Proficiency in all areas of technology
- Proof reading and written competency
- Organizational skills
- Self-initiative and the ability to use independent judgment to solve problems
- Ability to multi-task in a fast-paced environment

Internal candidates may submit a letter of interest indicating their qualifications for the position.

Applications are located on the school district website <http://payetteschools.org/classified-staff/opportunities/> or picked up from Tammi Griffin at the school district office or by email: tagriffin@payetteschools.org

Submit completed application, cover letter and three letters of recommendation to:

Tammi Griffin
Payette School District
20 N 12th Street
Payette, ID 83661

Payette School District is an Equal Opportunity Employer, as defined and required by state and federal laws. Position open until filled. All recommendations for hire are tentative offers. Employment is contingent upon board approval, and successful completion of a federal background check and drug-free workplace pre-employment screening (if required for the position). *Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.* Regular attendance is an essential function of this position.