

HAYWARD COMMUNITY SCHOOL DISTRICT

HAYWARD WISCONSIN

NOTICE OF VACANCY

Administrative Assistant Finance

I. JOB OBJECTIVES:

Performs, under minimal supervision, specific duties associated with the district-wide programs and budgets. This includes basic knowledge of accounting, with the ability to utilize multiple software programs to support the finance department in preparing a variety of reports for local, state and federal reporting.

II. TERMS OF EMPLOYMENT:

12-month employee and competitive benefit package.

III. REPORTS TO: Business Manager

Coordinates with: Business office staff, Principals, Department Leads, and related service providers.

IV. QUALIFICATIONS and Skills:

A. Required experience and training:

1. High school diploma. An associate's degree or two years college in relative courses preferred.
2. Experience in computer software programs (e.g., Microsoft Word, Works, Excel, and Power Point) preferred and Google Suite.
3. Some experience, preferably in a school setting, working with accounting/budget software and/or maintaining a database. Knowledge of Skyward Finance preferred.

B. Special requirements of the position:

1. Ability to demonstrate a clear commitment to accuracy and be able to pay attention to detail.
2. Must have solid interpersonal skills and an ability to get along with people.
3. Work experience demonstrating proficiency in business office setting to include finance duties such as accounts payable, cash receipts and/or payroll.
4. Must be able to maintain confidentiality.
5. Organized individual who excels in problem solving and multi-tasking.
6. Must demonstrate a service orientation when working with service providers, staff and administrators.
7. Must demonstrate the ability to exercise sound judgment and make good decisions.

TO APPLY: Applicants must complete a school district application form (available at www.hayward.k12.wi.us under Employment opportunities), letter of application, resume and written letters of recommendation. Submit to: Hayward Community School District, Attn: Business Manager, 15930 W 5th Street, Hayward WI 54843.

APPLICATION DEADLINE: Applications will be accepted until February 1, 2021 or until filled.