

Openings as of 12/6/2018

- Payroll/Accts Payable
- Position Type:
Secretarial/Clerical/Payroll
- Date Posted:
12/6/2018
- Date Available:
01/03/2019

Vacancy Description:

Payroll/Accts Payable Clerk - Frederick Public Schools is accepting applications for the position of Payroll/Accts Payable Clerk. This position is responsible for processing payroll, benefits including insurance and for Accounts Payable. They will provide administrative support in these areas and others as needed. This is a 12 month position with benefits available. Salary is based on experience.

Qualifications:

Ability to work as a team member in an office requiring constant collaboration.
Must be able to multi-task, work through disruptions, meet deadlines imposed by state, federal and local entities.
Ability to read, interpret, and follow statutes, regulations and policies.
Ability to learn quickly, pay attention to detail, and adapt to change.
Ability to review transactions for accuracy.

Application Procedure (REQUIRED):

To apply for this vacancy, please contact our district at:
www.frederickbombers.net Go to District Info tab and click on Employment Opportunities

Materials required for consideration:

Included with your application, please provide:
Resume, reference letters, transcripts (if applicable)

Contact Information (REQUIRED):

Send materials to:
Shannon Vanderburg, Superintendent
817 N. 15th, Frederick, OK 73542
svanderburg@frederickbombers.net