

WEST LAFAYETTE COMMUNITY SCHOOL CORPORATION
1130 NORTH SALISBURY STREET
WEST LAFAYETTE, IN 47906

NON-CERTIFIED POSITION VACANCY

POSITION TITLE: Business Office Assistant

LOCATION: Corporation Office

1130 North Salisbury

West Lafayette, IN 47906

DUTIES: This position will learn all aspects of the Business Office, including but not limited to payroll processing, benefits administration, purchasing, accounts payable, receipting of funds, budgeting analysis, grant management, and other business office functions.

QUALIFICATIONS: Minimum of 2 years of experience in payroll/accounting, preferably in a public school setting
Excellent analytical skills
Bachelors Degree in related field preferred, not required
Proficient in Microsoft Office products
Strong work ethic, professional demeanor, and excellent attendance

WORK SCHEDULE: # hours per day: 7.5 # days per year: 260

EFFECTIVE DATE: 1-Jun-13

SALARY: Salary commensurate with training and experience
Excellent benefits available

REPORTS TO: Assistant Superintendent for Business

POSTING DATE: 2-May-13

APPLICATION DEADLINE: Until Position is filled

APPLICATION MATERIALS: General Application (available at www.wl.k12.in.us)

SEND APPLICATION West Lafayette Community School Corporation

TO: Attn: Human Resources

1130 North Salisbury Street

West Lafayette, IN 47906

(765) 746-1602, Fax (765) 746-1644