

POSITION ANNOUNCEMENT

**Garfield County School District Board of Education** is seeking qualified candidates for the position of Payroll/Business Office Specialist. This is a 12-month, full-time benefitted position.

**SALARY:** Salary is based on the 2018-2019 Professional Classified Salary Schedule.

**EXPERIENCE:** Payroll and/or accounting. Business and payroll related work history is an expectation of this assignment.

**SKILLS:**  Maintaining confidentiality regarding employee records and information, effective communication, problem solving, organizational, multi-tasking, and time-management. The position requires attention to detail, accuracy, and timeliness. The candidate should have experience working with an automated system which performs payroll functions and be proficient in Microsoft Excel.

**EDUCATION:** Associate Degree in Accounting, Finance, or Business-related field required; Bachelor Degree preferred. Industry certificates and licenses are a plus.

**RESPONSIBILITIES:** The Payroll Specialist is responsible for the coordination and management of all payroll functions in the district. The specialist is responsible for maintaining and updating employee personnel records. He/she also serves as an advisor to the Superintendent and School Board on payroll issues. The Specialist will assist the Business Administrator with various financial tasks including the collection, analysis, and reporting of data and other duties as assigned. Occasional travel to district schools and training events is required.

**APPLICATION:**  Candidates should submit a formal classified application that includes a current resume, college transcripts, and three current letters of recommendation. Online applications are available at: [www.garfk12.org](http://www.garfk12.org)

**DEADLINE:** All applications and other materials must arrive at the Garfield School District Office at 145 East Center Street (PO Box 398), Panguitch, Utah 84759. The district reserves the right to hire the most qualified candidate any time after Friday, March 15, 2019 at 5:00 pm.

**Garfield County School District is an Equal Opportunity Employer.**

**Garfield School District reserves the right to accept or reject any or all applications.**