East Helena Assistant Clerk position

East Helena School District is seeking a highly motivated and organized individual to fill a district-level position. Under the supervision of the Superintendent and Business Manager/District Clerk, the assistant clerk will assist in the preparation and maintenance of payroll and records, Prepares student extracurricular fund deposits and payments, Coordinates the process of all invoices and purchase orders, and provides clerical support to the district/business office as needed.

The requirements for the position are listed on the district website. Should you be interested in this position, please contact the district office at 406-227-7700 or pick up an application at 226 E. Clinton Street. Application is also available on the District website: ehps.k12.mt.us

POSITION:East Helena Assist Clerk

EFFECTIVE DATE: 11/22/2021

QUALIFICATIONS: High School Diploma or general education degree (GED) required. Associated degree or Bachelor Degree in a related field. Payroll processing knowledge is preferred. Any equivalent combination or related experience and/or training; or equivalent combination of education and experience.

APPLICATION REQUIREMENTS: Letter of Application & District Application

SALARY & BENEFITS: Compensation based on qualifications. Employment benefits and retirement system vesting are also included with the position.

APPLICATIONS: Superintendent's Office

 East Helena School District #9

 226 Clinton Street

 East Helena, MT 59635

 406-227-7700

DEADLINE: Until Filled