

Hellgate Elementary Payroll Clerk Position...

Hellgate Elementary is seeking a highly motivated and organized individual to fill a district-level payroll clerk position. Under the supervision of the Superintendent and District Clerk/Business Manager, the payroll clerk will assist in the preparation and maintenance of district payroll and records, provides clerical support to the district/business office (where needed), assist Hellgate Elementary employees with their payroll/benefit requirements by providing an extended variety of financial/personal assistance, and ensures that school district benefits comply with all mandated state and federal laws.

The requirements for the position are listed on the district's website. Should you be interested in this position, please contact the Hellgate Elementary District Office at (406) 728-5626 or fax a letter of interest to the Hellgate Elementary District Office at (406) 728-5636.

POSITION: Hellgate Elementary Payroll Clerk

EFFECTIVE DATE: August 16, 2021

QUALIFICATIONS: High school diploma or general education degree (GED) required. Associates degree in business or related field or some college experience preferred. Payroll processing experience required, preferably in the public sector. Any equivalent combination of related experience and/or training; or equivalent combination of education and experience.

APPLICATION REQUIREMENTS: Letter of Application, District Administrative Application, Resume.

SALARY AND BENEFITS: Compensation based on the District Administrative Assistant Salary Matrix. Employment benefits and retirement system vesting are also included with the position.

APPLICATIONS: Superintendent's Office
Hellgate Elementary
2385 Flynn Lane
Missoula, Montana 59808
406-728-5626

DEADLINE: Until Filled