

October 19, 2021

IN AND OUT DISTRICT POSITION VACANCY

Whitefish School District is accepting applications for a **full time payroll clerk beginning December 1, 2021. Starting wage is \$25.00 per hour.**

JOB TITLE: Payroll Clerk

REPORTS TO: Director of Business

SUMMARY OF ASSIGNMENT:

The Payroll Clerk is responsible for all payroll accounting functions and ensures employees are paid accurately, on-time, and according to established procedures and law.

REQUIRED QUALIFICATIONS:

- A minimum of 2 years of progressive payroll experience
- Possesses high school diploma or its equivalent.
- Demonstrates knowledge of methods, practices, and procedures pertaining to payroll accounting and fiscally related record management systems.
- Demonstrates proficiency in English, including proper spelling, composition and grammar.
- Demonstrates proficiency in business math and the use of Microsoft Excel and Google Sheets
- Demonstrates ability to prioritize emerging issues and meet deadlines
- Possesses courteous and professional disposition and works cooperatively with staff, supervisors, and public.
- Maintains confidentiality.
- Demonstrates the ability to make mathematical calculations with speed and accuracy.
- Understands and carries out oral and written directions.
- Demonstrates ability to be punctual, dependable, and hold self and others accountable
- Improves work skills through training and is willing to implement dynamic changes in school payroll practices.

PREFERRED QUALIFICATIONS:

- Post-secondary education or training in accounting, business administration or similar area

Application and complete job description are available at <https://whitefishschools.tedk12.com/hire>. Deadline for application is **November 2 at 4:00 pm**. All required materials/data must be submitted at this time to be considered.

The Whitefish School District is an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people, regardless of Race, Color, Religion, Gender, Sexual Orientation, Age, national Origin, Veteran Status, Disability or Genetic Information. Additionally, we prohibit Retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Questions regarding this policy and procedures may be directed to Josh Branstetter and Catey Nasello, District's Title IX Officers and Adina Welsh, Officer of Section 504/ADA Coordination, at 600 E. 2nd St., Whitefish, MT 59937.

DM/am

C: Post All Buildings
Indeed
MASBO
OPI