

ANNOUNCEMENT OF VACANCY – Classified

THE POSITION: Payroll Director/Federal Programs Assistant

DESCRIPTION: The position is responsible for overseeing scheduled and unscheduled payroll calculation and processing, maintaining related records and reports, performs or assists with the federal programs department as assigned.

CREDENTIALS: Completed district employment application
Must pass a background check
High School Diploma or HiSET (GED)
Courses in accounting and computer software such as Excel, Word, and Windows preferred
Computer experience essential
Uses basic algebra calculating variables and formulas, and/or basic geometry, general mathematical calculating; may compute discounts, interest, ratios and proportions, and percentages
Office background desirable
Any other qualifications as the School Board may find appropriate and/or acceptable

Compensation: Hourly in accordance with the district classified administrative wage matrix

TO APPLY: Letter of Interest, Classified District application, Resume, 2 forms of ID, Credentials, Educational Accomplishments, Fingerprints completed with Human Resources will be accepted immediately. **Open until Filled**
You can pick up a district application at the LDPS Administration Office or at www.lamedeerschools.org

Incomplete applications will not be considered.

Robert D. Bailey, Human Resources Director
Lame Deer Public Schools District No. 6
PO Box 96
Lame Deer, MT 59043
robert.bailey@lamedeer.k12.mt.us
<http://lamedeerschools.org>



The Lame Deer Public Schools is an Equal Opportunity Employer.

Pre-Employment Drug Testing & Background checks are required.

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