



**BURLINGTON AREA SCHOOL
DISTRICT**

**PLACEMENT NOTICE
INTERNAL/EXTERNAL POSTING
2017-18 SCHOOL YEAR**

Position: Accounts Payable Administrative Assistant

Burlington Area School District is seeking a candidate for a 12-month accounts payable administrative assistant to support the operation of the District Office. This position is for 40 hours per week and offers a full benefit package. The rate of pay will be between \$16 - \$18 per hour dependent on qualifications.

Qualifications:

- Associate degree preferred
- Experience in accounting desired
- Working knowledge and skilled in the use of Skyward and Alio financial software
- Demonstrates superior organizational skills
- Demonstrates ability or has work experience to multi-task with frequent interruptions
- Demonstrates ability or has work experience in meeting deadlines
- Good problem solver with a positive attitude

Posting Date: July 11, 2017

Closing Date: July 17, 2017

Position/Posting Approval: _____

Interested candidates should apply on WECAN or send a letter of interest and resume to:

Ruth Schenning
Burlington Area School District
100 N. Kane St.
Burlington, WI 53105

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.