



---NOTICE---

March 20, 2019

The District Office is now accepting applications for the following position. **A letter of interest, resume, 3 letters of reference and completed district application should be submitted to:**

Dr. Brad Ebert, District Administrator
Kiel Area School District
416 Paine Street, P.O. Box 201
Kiel, WI 53042

District Receptionist/Purchasing Processor/Accounts Payable Clerk
Kiel District Office
37.5 hrs/wk 52 wks/year

Applications will be accepted until the position is filled.

Prefer a candidate with two years of bookkeeping, accounting experience

Salary and Benefits as provided in the Kiel Support Staff Handbook

JOB QUALIFICATIONS/EXPECTATIONS

- Greet all guests and direct them to the appropriate location
- Prepare purchase orders by verifying specifications, price and obtaining approvals
- Keep information accessible by sorting and filing documents
- Verify receipt of items and resolve shipment errors
- Charge expenses to accounts and locations by analyzing invoice/expense reports
- Pay vendors by scheduling and preparing checks and resolving purchase order or payment discrepancies
- Reconcile processed work by verifying entries and posting account transactions
- Good oral and written communication skills; telephone, and interpersonal public relations skills
- Proficiency in Microsoft Office, money handling, and data processing
- Ability to be creative and flexible in development of new ways to carry out assigned tasks
- Ability to work effectively with all building level staff

The Kiel Area School District is an equal opportunity employer and does not discriminate against applicants on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientations, or physical, mental, emotional, or learning disability or handicap.