



**RICE LAKE AREA SCHOOL DISTRICT
RICE LAKE, WI 54868**

POSITION VACANCY

POSITION: Payroll/Bookkeeper

LOCATION: District Administration Office

DATE OF POSTING: July 12, 2017

START DATE: August 2017

HOURS: Full-time, Year-round

RATE OF PAY: \$22.50-\$24.50 per hour

QUALIFICATIONS: Three to five years of payroll experience required; two-year Associate Degree in Accounting or equivalent experience preferred.

DESCRIPTION: The Payroll/Bookkeeper works with limited supervision while providing accurate and systematic payroll services, processing invoices for employee benefits and bookkeeping functions for the district. This position serves as an assistant to the Director of Finance and Operations and supports the finance and benefits offices as needed. Position requires a high level of autonomous functioning. The successful candidate must possess strong organizational and critical thinking skills.

DEADLINE TO APPLY: July 25, 2017 (or until position is filled)

APPLY: Applications are taken through the WECAN website:
<https://wecan.education.wisc.edu>