

Hemlock Public School District

733 N. Hemlock Rd., Suite 100
Hemlock, MI 48626

POSITION OPENING

Administration Office Clerk(s)

Up to 2 FTE (Full-Time, Part-Time, Flexible Schedule Available)

Required Qualifications:

- Meet requirements for a background check and fingerprinting.
- Minimum of a high school diploma.

Preferred Qualifications:

- Michigan School Business Officials' Certification or willingness to obtain.
- Previous experience in the administration of school business operations.
- Experience with Skyward.

Job Requirements, Knowledge, and Skills:

- Demonstrate strong communication skills and strategic thinking.
- Ability to manage multiple tasks and prioritize effectively.
- Strong analytical skills with high attention to detail.
- Preparation of payroll or accounts payable for processing, depending on skill set.
- Cross-train in payroll, accounts payable, and accounts receivable.
- Proficiency in Microsoft Excel, Google Suite, and accounting software

A successful candidate will be able to:

- Provide problem-solving services within the Business Office.
- Collaborate and communicate effectively with others.
- Understand and apply basic accounting principles.
- Handle sensitive information with utmost confidentiality and professionalism.
- Maintain detailed and accurate records.
- Ensure compliance with federal, state, and local regulations.
- Maintain a customer service attitude.
- Identify discrepancies and anomalies in financial documents and resolve them efficiently.

Salary and Benefits: Administrative non-bargaining unit position; compensation will be commensurate with education and experience, minimum starting at \$15/hour. Benefits include full medical, dental, and vision insurance, paid sick and vacation days based on average hours worked, State of Michigan retirement plan.

To apply for positions with Hemlock Public School District, please visit the district website www.hemlockps.com, Employment Opportunities, and apply within the desired job posting.

Posted: February 21, 2024
Deadline: March 15, 2024 or until filled

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NOTICE OF NONDISCRIMINATION

The Hemlock Public School District does not discriminate on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age or national origin in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent's Office
733 N. Hemlock Rd., Suite 100, PO Box 260
Hemlock, MI 48626
(989) 642-5282