



Vacancy Announcement Business Office Clerk

Job Description: Part-time (possibly full-time) permanent 10-month position. Examples of responsibilities include helping with:

- Timesheet record keeping within current software system
- Processing monthly payrolls and related reporting and payments, such as taxes and retirement, RISK RT
- Organizing and file employee paperwork
- Monthly and annual retirement reporting
- Assist with audit preparation
- Worker's compensation claims and reports
- Other additional projects

Job Requirements:

- Experience and working knowledge of office procedures and software used in business matters.
- Motivation to participate in Alaska Business trainings (ALASBO) as a means of gaining further understanding of educational funding and business processes

Compensation:

- \$21.06-\$33.43 based upon related experience, training and education
- Enrollment in the State of Alaska Public Employee Retirement System (PERS)
- If Full-time: full healthcare benefits

Please submit a classified application form, including background check along with a resume.
Applications available from the school offices, the District Off, or from our website: www.ucsd.net

For additional information, contact:

Kim Hanisch
Superintendent
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Leticia Holloway
Business Manager
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Position is open until filled; posted on 10/24/25