

Knox Community School Corporation

Notice of Vacancy

Position: Deputy Treasurer - Accounts Payable and Payroll

Qualifications:

- Associates Degree in Accounting or related field
- Two or more years demonstrated accounts payable and payroll experience
- Solid understanding of basic bookkeeping, accounts payable, and payroll principles
- Exceptional organizational skills
- Proficient in Microsoft Office Suite software and web based applications
- Knowledge of Komputrol school accounting software preferred
- Job description can be found on the Corporation Website

Salary: Commensurate with experience and current salary schedule

Submit the Following:

Letter of Interest
Application
Resume
References

Deadline: Monday, October 29, 2018

Start Date: TBD – In November, 2018

Contact: Dawn Bailey, Corporation Treasurer
Knox Community School Corporation
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Knox, IN 46534
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