



School District of New Holstein

New Holstein, Wisconsin

STUDENT LEARNING IS OUR FIRST PRIORITY

VACANCY

POSITIONS	School District Financial Assistant
DESCRIPTION	The School District of New Holstein is seeking a full-time District Financial Assistant to support accounting. Responsibilities include, but are not limited to: -Collecting, calculating, and entering confidential payroll information -Compile, process, and maintain accounts payable records -Verify approval on all invoices and check requests -Coordinate the printing and mailing of W-2 forms -Distribute purchase order copies, mail to vendor, and post -Maintain I-9 and W-4 forms -Assist district office when needed -Orient new employees regarding insurance benefits -Assist in annual audit -Provides guidance to staff regarding payroll, purchase orders, and accounts payable -Maintain confidentiality
REQUIREMENTS	Associate Degree in Finance or 3-5 years of experience preferred
CONTRACT	Hourly, full-time, year round support staff position
SUBMIT	- A completed application found at www.nhsd.k12.wi.us, under Employment Opportunities -Letter of Interest -Resume -Three (3) current references
TO	Michael Hendricks, Business Manager School District of New Holstein 1715 Plymouth St. New Holstein, WI 53061 920-898-5115 mhendricks@nhsd.k12.wi.us
DEADLINE	Until Filled

No person shall on the basis of age, race, color, creed, national origin, sex, physical, mental, emotional, learning, or developmental disability, handicapping condition, marital or parental status, ancestry, sexual orientation, arrest record, conviction record, religion, pregnancy, physical condition, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state or use or nonuse of lawful products be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or employment by the School District of New Holstein as required by Title VI, Title IX, Section 504, and Title II of the ADA.