

Job Opening

Posted February 24, 2010

La Grande School District is now accepting applications for the following vacancy:

Payroll Specialist II

District Office

8 hours per day / 12 month position

Approximately 249 work days per school year

POSITION OVERVIEW: Process payroll, benefits and payroll taxes for the La Grande School District under the direction of the Director of Business and Operations. Build annual payroll budget and perform monthly reconciliation of GL accounts and vendor statements.

QUALIFICATIONS: HS Diploma or GED and at least two (2) years of experience in bookkeeping or accounting with direct responsibility for payroll. Must have working knowledge of accounting practices, payroll rules and regulations, accepted office procedures, word processing and Excel spreadsheets.

SALARY: \$17.31 - \$22.16 per hour plus benefits.

APPLICATION: Submit a District application, resume and three (3) letters of recommendation.

CLOSING DATE: Open until filled

Applications are available at www.lagrande.k12.or.us/main1/jobs or by contacting:

Personnel Office
1305 North Willow
La Grande, OR 97850
(541) 663-3212

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