

Paola School District USD #368 is accepting applications for a **District Treasurer** position. This position is a 12-month per year position with full benefits, including medical insurance.

Duties include, but are not limited to:

- Payroll administration, processing, and reporting
- Benefit enrollment and administration
- Accounting and financial administration and reporting

Qualifications:

- Bachelor's degree preferred, or equivalent combination of education and experience
- Advanced knowledge of payroll/benefit laws and regulations
- Minimum five years' experience preferred in payroll management and benefit administration (school district experience preferred), including tax reporting and other withholdings
- Minimum three years' accounting experience preferred
- Computer proficiency with intermediate level knowledge of Microsoft Word and Excel

Salary:

- Dependent upon experience

For more information including job duties and professional qualities or to apply, please visit <https://paola.tedk12.com/hire/ViewJob.aspx?JobID=281>.

Job Contact Information:

Jimmy Hay, Director of Business & Finance

Unified School District #368

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