

POSITIONS OPEN FOR THE 2022-2023 SCHOOL YEAR

High School English/Journalism Teacher Lakeside Jr. Sr. High, Downs, KS

Clerk of the Board of Education, District Office, Cawker City, KS

Duties include, but are not limited to:

- Clerk - Compile and distribute board meeting agendas and board packets electronically, submit budget to the State of Kansas and County Clerk, attend all monthly board meetings, take minutes and ensure all applicable laws are being followed in regards to the Open Meetings Act.
- Human Resource Officer-Handle all new employee paperwork, ensure compliance with Federal and State law as well as conduct orientation meetings.
- Accounts Receivable Clerk-receive monies into proper funds, reconcile multiple banks accounts, make deposits, advise on investments and work closely with the Board Treasurer. Work closely with State and local auditors bi-annually.
- Technology Administrator-Communicate and submit tickets to off-site IT team to alleviate employee technology related problems. Perform on-site technology tasks including setting up all new devices and troubleshooting performance issues. (This may be optional)
- Payroll Manager - Process monthly payroll and payables, W2's, Affordable Care Act reporting and FMLA compliance

Candidate must be organized, able to multi-task, have good communication skills (written and oral) and be proficient in Microsoft Office and Excel. Financial and Payroll Experience preferred but not required.

If you feel you have the experience and willingness to learn the ins and outs of this rewarding position, we would like to talk to you!

This is a full time 12- month KPERS covered position. Benefits available through the State Employee Health Plan include medical, dental and vision (through Blue Cross/Blue Shield of Kansas or Aetna). Section 125 Benefits are also available.

Regular working hours are 8:00 am – 4:00 pm. There is an optional, flexible summer schedule with 4 day workweeks. This position also includes holiday pay, 3- personal and 10- discretionary days per fiscal year as well as earned vacation hours.

Send Completed Application, Resume, Cover Letter, and References to:

Waconda USD272 District Office

P.O. Box 326, Cawker City, KS 67430

Or Contact the district office for more details 785-781-4328 sandy.hake@usd272.org

Certified and Classified Applications are available on the district website: www.usd272.org

Or can be picked up at 708 Locust St., Cawker City, KS 67430