

BLISSFIELD COMMUNITY SCHOOLS
NOTICE OF POSITION VACANCY

POSTING DATE: July 28, 2010
POSITION TITLE: Business Office Accounts Payable/Payroll
Aide

TERMS OF EMPLOYMENT: Part-time/12 month position

SALARY: Commensurate with experience/education/
licensing/certifications, other

APPLICATION DEADLINE: August 4, 2010

QUALIFICATIONS
REQUIRED:

- 5 years of successful work in business related fields (payroll, human resource, accounts payable)
- Demonstrated computer and technical skills/experience
- Demonstrated ability to maintain confidentiality of legally protected and sensitive information.
- Effective written and oral communication skills
- Effective human relations skills and customer service orientation

PREFERRED:

- Certification and/or experience in payroll administration, human resource management, and accounts payable procedures
- Education and experience related to governmental accounting
- Experience in K-12 school business functions
- Associate's/Bachelor's Degree related to business applications and administration

PRIMARY FUNCTION: To effectively and efficiently administer/promote Blissfield Community Schools business support activities for all customers and stakeholders. These activities include but are not limited to the administration of payroll, human resource management, and accounts payable activities.

APPLICATION DEADLINE/CRITERIA: This position will remain open until filled. (Position may also be filled as soon as an acceptable candidate is found. Applications/resumes will not be accepted after the posted deadline of August 4, 2010)

Submit resume and a list of references along with a written essay explaining reasons for interest in this position. All applications must be accompanied by supporting documentation proving status of education, licenses, certifications and other qualifying information found on the resume.

APPLICATION PROCEDURE:

Submit letter of application and resume to:
Blissfield Community Schools
C/O Mr. Daniel J. Garno, Chief Financial Officer
630 South Lane St.
Blissfield MI 49228
(517) 486-2205
[http://sgniew@blissfield.k12.mi.us](mailto:sgniew@blissfield.k12.mi.us)

Applications will be screened and you will be notified if a personal interview is desired. For positions requiring degrees or certifications, please have transcripts and credential files sent from your college or university placement service.

POSTING LOCATIONS:

xBlissfield High School	xBlissfield Middle School	xBlissfield Elementary School
Newspapers Blissfield Advance	LIEA President	Lenawee ISD/Monroe ISD
Colleges & Universities	BEA President (for all BEA members)	MSBO Website
Monster Trak	xDistrict Website	

Note: "x" next to the posting location indicates posting locations as of current posting date.

Blissfield Community Schools does not discriminate in any of its educational programs and services, activities, or employment practices, on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual preference, disability, or English speaking ability. Direct inquiries to: Daniel J. Garno, Chief Financial Officer of Blissfield Community Schools, 630 South Lane St., Blissfield, Michigan 49228. (517) 486-2205