

**Wilton – Lyndeborough Cooperative School District
School Administrative District SAU #63**

192 Forest Road
Lyndeborough, NH 03082

Job Title

Part Time Business Office Clerk / Assistant, 20 hours/week

Description:

Reporting to the Business Administrator, the successful candidate will assist in general office duties including clerical, payroll, accounts payable, human resources, and other assignments as required.

Responsibilities:

- Assist in the preparation of bi-weekly payroll, ensuring that all hourly employee timesheets are received.
- Assist in the onboarding process of new employees and the maintenance of all current employee files
- Manage Administrative email que responding to staff inquires
- Order office supplies
- Data entry
- Act as operational back-up to other Business Office staff members
- General office duties including clerical, receiving and placing business office phone calls, answering emails, and other duties as assigned

Experience Requirements:

- Associates Degree in Accounting preferred, a minimum of some college level work and experience will be considered
- Zero to two years of accounting, general ledger experience, preferably in an educational setting.
- One to two years of office experience

Systems Requirements:

- MS Office Suite particularly Excel and Word.
- Google Documents

LEGAL AND ETHICAL DUTIES:

- Maintain confidentiality about all aspects of employees, students, and personnel written and oral records
- Demonstrate a respect for the legal and human rights of students, instructors, and other staff
- Follow health and safety procedures established by the District
- Arrive and depart punctually, notifying appropriate personnel about absences and coverage
- Demonstrate dependability, integrity, and other ethical standards

Equal Opportunity Employer

SAU 63 Wilton Lyndeborough Cooperative School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.