



# NEWLOTHROP AREA PUBLIC SCHOOLS

## **-INTERNAL/EXTERNAL POSTING-**

### **Payroll/Accounting Coordinator**

**May 3, 2024**

#### **Position Detail**

- Part-time hourly position (20-25 hours/week)

#### **Qualifications/Prerequisites:**

- Associates degree preferred and/or 2 years minimum payroll experience
- Experience in the use of Microsoft Excel, Word and a financial software program
- Knowledge of monthly, quarterly and yearly tax reporting
- Assist and prepare information required for annual district audit
- Ability to exercise good judgement and confidentiality in all situations
- Strong organizational skills and ability to meet pertinent deadlines
- Demonstrates strong analytical and mathematical skills
- Sense of responsibility, dependability, promptness and flexibility
- Customer service and detail oriented with the ability to use both oral and written communication
- Maintain confidential records while following district policies and contracts
- Positive image as a loyal representative of New Lothrop Schools

Interested candidates should forward a letter of interest, resume and references to:

New Lothrop Area Public Schools

Attn: Sheila Mulcahy, Director of Finance

P.O. Box 339

New Lothrop, MI 48460

or via email [smulcahy@newlothrop.k12.mi.us](mailto:smulcahy@newlothrop.k12.mi.us)

**Deadline: May 17, 2024 or until filled**