

## EMPLOYMENT BULLETIN FOR SABINAL ISD

POSITION	PAYROLL CLERK
<b>Job Description</b>	Ensures the efficient operation of the Business Office and provide clerical services for the Central Office. Handles confidential information and engages in frequent contact with all levels of district employees, outside agencies, and the general public. Compiles and prepare regular district payroll, including related reports and deposits.
<b>Required Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>➤ Specific knowledge of using a State approved Student-Staff Information Management Systems- preferred</li> <li>➤ Knowledge of payroll accounting procedures</li> <li>➤ Ability to maintain accurate and auditable records, including document file maintenance Ability maintain confidentiality of district policies, personnel and student records</li> <li>➤ Strong organizational, communication, and interpersonal skills</li> <li>➤ Ability to understand detailed written and oral instructions</li> <li>➤ Ability to work with numbers in an accurate and rapid manner to meet established deadlines</li> <li>➤ Ability to multi-task numerous complex administrative activities</li> <li>➤ Proficient skills using Personal Computer in the development of spreadsheets, perform data analysis, advanced word processing using MS Office, with an emphasis using MS Excel</li> <li>➤ Ability to perform math functions, particularly in software applications</li> <li>➤ Proficient in keyboarding and 10-key numerical data entry</li> </ul>
<b>Minimum Qualifications And Experience</b>	<ul style="list-style-type: none"> <li>➤ Bachelor's degree- Preferred</li> <li>➤ Minimum of 3-years experience in a public school or private sector payroll &amp; benefits.</li> </ul>
<b>Salary and Benefits</b>	<p>Sabinal ISD values their support staff as we are one of the top paying school district in Uvalde County, and is competitive across the State regardless of size of district. Base pay range, depending on experience: \$19,500-\$45,700 for 226 day annual work assignment; 100% paid health insurance; 100% paid term life insurance policy; 10-paid personal leave plus school holidays during the school year; 10 days summer vacation leave.</p> <p>Additionally, all full-time employees receive an annual Longevity Benefit of \$100/year of service with a maximum payment of \$1000/year. Section 125 Cafeteria Plan enrollment; Other benefits available for our employees to purchase, such as: dental, vision, disability and additional life insurance.</p>
<b>How to Apply</b>	Please visit <a href="http://www.sabinalisd.net">www.sabinalisd.net</a> to download a copy of the Paraprofessional & Support Personnel Employment application. The candidate should submit a professional portfolio to the Assistant Superintendent, Michael Neuman, and must include the following documents to be considered a viable candidate: Letter of interest; employment application; and resume. All required documents must be received no later than June 21, 2019.

*Persons interested in applying should submit a completed application package, which MUST include: Letter of interest; Sabinal ISD employment application that includes a release for criminal records check; and a resume. A professional portfolio containing other supporting documents is highly advised. NOT ALL APPLICANTS WILL RECEIVE AN INTERVIEW. The submitted application packet will remain active until the position is filled, then placed into an inactive file. You should submit your employment information to Michael Neuman, Assistant Superintendent, Sabinal ISD, P.O. Box 338, Sabinal, TX, 78881.*

**Nondiscrimination Notice:** *It is the policy of Sabinal Independent School District (SISD) not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. For further information about your rights, contact the Sabinal ISD.*

*Sabinal ISD is an Equal Opportunity Employer*