

SCHOOL DISTRICT OF BARABOO

July 2, 2018

Job Title: Accounts Payable & Receivable Specialist
Contact: Yvette Updike, Director of Business Services, Baraboo School District, 423 Linn St., Baraboo WI 53913
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Job Description: The School District of Baraboo has an opening for a full-time (40 hours/week) accounts payable & receivable specialist. The successful candidate will have superior customer service skills and the ability to maintain confidentiality. Furthermore, a working knowledge of current technology skills is required. Job duties of this position include disbursement of funds, daily receipting and banking, maintenance of vendor listing, 1099 processing, and assistance to the director of business services with assorted duties. Familiarity with Alio financial management software is preferred.

How to Apply: Interested candidates should apply through the [Wisconsin Education Career Access Network \(WECAN\) website](#). Applications will be accepted until July 16, 2018 prior to 4:00 p.m.

District Description: The School District of Baraboo is an EC-12 grade district with a 4K program, five elementary schools, one middle school, and one high school with a total student population of 3,100 students. The District employs approximately 245 certified teachers. Baraboo is located in Sauk County and is among the most scenic areas in the state. Please look us up at <http://www.baraboo.k12.wi.us/hr/applicants.cfm>

Equal Opportunity: This school district is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this state, use or nonuse of lawful products off the employer's premises during non-working hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.