

VACANCY ANNOUNCEMENT

Salmon School District #291 is seeking qualified candidates for a
Business Manager Assistant
starting date is June 1, 2021

The Business Manager Assistant will work approximately 246 days, five days a week, with 8 hours a day Monday-Thursday, 4 hours on Friday. The assistant works at the District Office and assists both the Office Manager, Director of Finance and Superintendent. This is a fully benefited position to include health insurance, PERSI retirement, and many voluntary benefit options.

JOB DESCRIPTION:

- Job location is at the Salmon School District Office, 1501 Bean Lane, Salmon Idaho
- Assist with the day to day operations of the District Office
- Assist with accounts payable and receivables
- Assist with Human Resource activity
- Assist with Website updates
- Answers phone, and other correspondence
- Promotes positive employee behavior
- Promote Excellence in Education for all students

QUALIFICATIONS:

- Previous office experience required
- Must be pro-active, and team oriented
- Knowledge of excel, word and other software programs
- Great communication skills
- Knowledge and experience with current best practices in human resources a plus
- Website maintenance a plus
- Ability to pass background investigation. Background check and fingerprinting fees are paid by the applicant upon hiring.

APPLICATION DEADLINE:

Open until filled

POSITION BEGINS:

June 1, 2021

SALARY:

Depends upon training and experience with minimum starting at \$11.13.

APPLY TO:

Salmon School District Office #291
1501 Bean Lane
Salmon, Idaho 83467
208-756-4271

FINGERPRINTING/CRIMINAL BACKGROUND CHECK REQUIRED

Compliance with Salmon School District #291 Drug Free work policy is required.

Equal Opportunity Employer

Salmon 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.