

DISTRICT BOOKKEEPER/FINANCE MANAGER

The Granton Area School District is seeking a full time District Bookkeeper/Finance Manager. Experience in a school setting is preferred. Attention to detail, organization, and efficiency are essentials for this position. We are seeking a candidate who is familiar with Skyward financial systems and DPI reporting requirements. Key duties of this position include: state reporting, district budget creation, payroll, benefits administration, personnel record management, annual financial audit preparation, purchasing, accounts payable, accounts receivable, monthly bank reconciliations, cash flow management, short and long term debt management, and grant management. Apply on Indeed or WECAN, Job ID 203366 or with letter of application, resume, references, and any transcripts to: District Administrator, 217 N. Main Street, Granton, WI 54436.

Granton Area School is an equal opportunity provider.