

SCHOOL DISTRICT OF MAUSTON

510 Grayside Avenue, Mauston, WI 53948 • (608) 847-5451 • Fax (608) 847-4635

EMPLOYMENT OPPORTUNITY

Job Title: Accounts Payables/Receivables Bookkeeper

Posting Date: 4/9/25

Location: District Office

Hours of Work (%FTE): 7:30AM - 4:00PM

Pay Rate: \$20.00

Anticipated Start Date: TBD

Job Description:

The School District of Mauston seeks an individual who has the ability and willingness to work as a full-time Accounts Payables/Receivables Bookkeeper. This is a year-round position, Monday through Friday. Must have a friendly, helpful attitude, and ability to maintain a high level of confidentiality, as this position consists of helping staff, students and members of the public on a daily basis.

The School District of Mauston offers a benefit program designed to help you stay healthy, feel secure, and maintain a work/life balance. We offer Medical, Dental, Vision, and Life Insurance. As well as, Short Term Disability, Long Term Disability, participation in the Wisconsin Retirement System, and the option to participate in a Flex Spending Account. This position also receives paid time off and paid holidays.

Qualifications:

Preferred applicants will have an Associate Degree in Accounting or equivalent experience in that field, along with a valid driver's license. Applicants must have excellent technology and organizational skills, and the ability to communicate positively and effectively with students, staff, and parents. Preferred candidates will have experience with Microsoft Excel and Microsoft Word, Google Workspace and the ability to learn other software programs, and be a proven self-starter. The District uses Skyward Student software, Microsoft applications, Gmail/Google programs, and other software as needed. Must pass a background check and drug screen upon offer of employment.

How To Apply:

Apply on WECAN at <https://wecan.education.wisc.edu/#/>; Vacancy ID: 232556

Apply on Indeed at www.indeed.com

Deadline for Application Materials: Until Filled

HR Contact: Jennifer Baldwin

Phone: (608) 847-5451 ext. 6687

For more information, please contact Business Manager, Sue Goyette at (608) 847-5451 extension 6681 or via email at sgoyette@maustonschools.org.

The School District of Mauston is an Equal Opportunity Employer.

