

January 17, 2023

Now Accepting Applications

BUSINESS OFFICE ACCOUNTS PAYABLE CLERK

The Port Allegany School District is now accepting applications for a full-time, twelve month, accounts payable clerk. (Anticipated start date May 1, 2023.) Excellent computer skills with knowledge and experience using general accounting processes are highly preferred.

- Year one wage: \$19.45/hour
- Year two wage: \$21.64/hour
- Year three wage: \$23.12/hour

Additional compensation and benefits including paid sick leave, paid family sick leave, paid vacation leave, full family health care benefits with no employee premium contribution, annual employer health savings account contributions, PSERs retirement, and other benefits in accordance with the support staff agreement.

Interested candidates should send a letter of interest, resume, and letters of recommendation to Mr. Gary Buchsen, Superintendent gbuchsen@pasdedu.org or mailed applications to Port Allegany School District, 20 Oak Street, Port Allegany, PA 16743. (Attention Gary Buchsen, Superintendent) E.O.E.