

District Administrative Assistant / Bookkeeper

Gibbon Public School is accepting applications for the position of District Administrative Assistant / Bookkeeper. Applicants should have experience with accounts payable, payroll, and accounts receivable. Additional desired competencies include human resources experience, budgetary software program experience, maintaining budget accounts, bookkeeping management and many other office management skills. Applicants should have the personal skills to work with staff and community members as well as representatives from various organizations. Applicants must possess integrity and honesty in handling both public and sensitive/confidential documents.

This is a 12-month position with benefits. Qualified applicants should send their resume to: Dr. Vern Fisher, Gibbon Public School, P.O. Box 790, Gibbon NE 68840.

This position is subject to Veterans preference. Equal Opportunity Employer. The Gibbon Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both.