

Wayne Community Schools is Hiring – Bookkeeper

Job Posting: Bookkeeper

Location: Wayne Community Schools

Department: Business Office

Reports To: Business Manager

Classification: Full-time, year round position. Non-exempt from overtime

Wayne Community Schools is seeking a detail-oriented, dependable **Bookkeeper** to join our Business Office. The successful candidate will be responsible for maintaining accurate financial records, processing accounts payable/receivable, preparing financial reports, assisting with budgeting, and ensuring compliance with district, state, and federal policies.

Qualifications:

- High school diploma required
- Training in accounting, computer software, and office procedures
- Strong knowledge of accounting principles, Microsoft Excel, and bookkeeping software
- Excellent math, organizational, and communication skills

Key Responsibilities:

- Record, classify, and summarize financial transactions
- Reconcile bank statements and financial discrepancies
- Process invoices, purchase orders, and activity and school nutrition fund transactions
- Prepare reports, budget data, and financial statements
- Maintain confidentiality and exhibit professional conduct
- Perform general clerical duties and support the Business Manager

Skills & Abilities:

- Attention to detail and accuracy
- Time management and problem-solving skills
- Strong computer proficiency
- Ability to work independently and collaboratively
- Excellent communication and interpersonal skills

Working Conditions:

- Office environment with repetitive tasks
- Regular, reliable attendance required

Applications will be accepted until the position is filled. This position is 12 months beginning on or about November 3, 2025. Salary will be commensurate with experience. A full benefit package is available with this position.

To apply: Application procedure: Job application is available under "Classified Staff Application" on our website at <https://www.wayneschools.org/vnews/display.v/SEC/District%7CEmployment>

Please e-mail your application, cover letter, resume, and recommendations to:

Darian Stoltenberg, Business Manager

dastolt1@waynebluedevils.org

Wayne Community Schools is an EOE.