

Galena City School District

P.O. Box 299
Galena, Alaska 99741

Position Notice

May 29, 2026

Position Opening:

Administrative Assistant I, III - GCSD Business Office or Remote

Start Date:

ASAP

Qualifications:

- High School Diploma plus training
- Experience with Accounting Related Practices
- Demonstrated Computer Skills, especially Excel, Word, and accounting software
- Excellent Clerical Skills
- Excellent Organizational Skills
- Excellent Interpersonal Skills
- Such alternative to the above qualifications as the Board may find appropriate and acceptable

Job Goal:

Assist the Assistant Business Manager with payroll, technical, and clerical duties to administer the business affairs of the district.

Application Procedure:

Complete GCSD application on the Galena City School District website located at <https://www.gcsdk12.org/about-us/employment>

Closing Date:

Until filled

GALENA CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER