WEST ORANGE-COVE C.I.S.D.

HUMAN RESOURCES OFFICE

chan@woccisd.net *Phone: 409-882-5610* *Fax 409-882-5470*

JOB VACANCY

PARAPROFESSIONAL - PAYROLL SPECIALIST

DISTRICT BUSINESS OFFICE

WOCCISD EDUCATIONAL SERVICE CENTER

DESCRIPTION: The role of the payroll specialist involves the payment of all employees of the district within the framework established by the Board of Trustees.

QUALIFICATIONS:
High School Diploma and some accounting college coursework
Effective communication and interpersonal skills
Proficient in Microsoft Excel, Word, typing and 10-key by touch
Knowledge of basic accounting procedures
Skyward software experience preferred

SALARY:
Pay Grade 6
Minimum $25.00/hr. – Maximum $32.00/hr. *Based on experience*

DEADLINE: Open until filled

ONLINE APPLICATIONS AVAILABLE @ www.woccisd.net.

For additional information, you may contact Aaliyah Johnson-Milligan, 409-882-5500, amilligan@woccisd.net.