

MADISON AREA EDUCATIONAL  
SPECIAL SERVICES UNIT  
702 ELM STREET  
MADISON, IN 47250  
PHONE: (812) 265-3448  
FAX: (812) 265-3459

## ANNOUNCEMENT OF POSTING

### FINANCE CLERK

Qualifications:

- High school graduate with emphasis in business coursework
- College level business classes a plus
- Good communicator with above average math, accounting, and writing skills
- Basic computer knowledge with working knowledge of Excel, Word, and Komputrol desired
- Major responsibility – payroll accountability with the willingness to cross train with other bookkeeping areas

Term of Employment: 12 month office calendar

Salary: Bookkeeping Salary Schedule

Deadline for Applying: Open until filled

Position Starting Date: Spring of 2025

11/20/24