

Washington Parish School Board
Franklinton, Louisiana
JOB OPENING

Job Vacancy: Accountant III-Payroll Manager

Place of Vacancy: Washington Parish School Board Central Office

Qualifications: Degree in Business/Human Resources or 5 Years related experience preferred
High School Diploma or GED
Excellent math ability
Ability to preserve and maintain confidential information
Ability and desire to maintain accurate records
Ability to operate and utilize payroll, accounting, and business software
Ability to work well with others
Ability to type efficiently
Ability to communicate tactfully and effectively
Accounting/Bookkeeping experience

Applicant must provide two letters of reference (ability0
Tests will be given

Application Period: November 11, 2022 through November 28, 2022

Test: November 30, 2022 at 9:00 a.m.

Interview: November 30, 2022 at 1:00 p.m.

Application: This position is based on six months probationary period.
All applications must be submitted to:

DANA KNIGHT, DIRECTOR OF FINANCE
WASHINGTON PARISH SCHOOL BOARD
800 MAIN STREET
FRANKLINTON, LA 70438

All documentation must be attached to the application at the time the application is submitted.

The Washington Parish School Board does not discriminate in the employment of the basis of race, sex, religion, age, handicap, or national origin.