

# Employment Opportunity

## Arlington School District #3

Position: Deputy Clerk (Finance)-Arlington School District #3  
5 hours per day/20 hours per week, 175 contract days

Qualifications: Deputy Clerk position is for Arlington School District #3. Staff member must enjoy students, be very detail oriented, able to work under pressure, have the ability to take direction, multi-task and collaborate with staff.

Training, Education and Experience: Any combination of education, training and/or experience equivalent to: a Bachelor's degree with a major in Accounting, Business Administration or Economics plus a minimum of ten years' experience with Budget and Financial Management. Oregon Public School District experience in the areas listed above is preferred.

Licenses and other requirements: Valid Oregon Driver's License, employment eligibility that may include fingerprints and criminal background check.

Knowledge and Abilities: Laws, policies regulations and procedures governing Oregon public school finance, appropriate accounting and budgeting practices and procedures, encumbrance-based budgeting and paperless financial system.

FOR A DETAILED JOB DESCRIPTION PLEASE CONTACT ARLINGTON SCHOOL DISTRICT AT 541-454-2632.

Wages: Salary \$18,000 - \$28,000 (DOE) Excellent fringe benefits (insurance, retirement, holidays/paid days off)

Application Deadline: Open until filled

Application Process: All applicants are required to submit a cover letter (letter of interest), resume and one letter of recommendation as your application. These documents will be placed into your application file. Send to Arlington School District #3, PO Box 10, Arlington OR 97812 or drop off at Arlington High School, 1200 Main Street in Arlington.

Questions: For any questions regarding this employment opportunity please contact Kevin Hunking, District Superintendent at 541-454-2632.

ARLINGTON SCHOOL DISTRICT #3 IS AN EQUAL OPPORTUNITY EMPLOYER