

HELP WANTED:

District Administrative Assistant/Bookkeeper

Due to retirement, St. Edward Public School is accepting applications for the position of District Administrative Assistant/Bookkeeper.

- Applicants should have experience with accounts payable, payroll, and accounts receivable. Additional desired competencies include human resources experience, budgetary software program experience, maintaining budget accounts, bookkeeping management and a variety of other office management skills.
- Applicants should have the personal skills to work with staff and community members as well as representatives from various organizations.
- Applicants must possess integrity and honesty in handling both public and sensitive/confidential documents. Start date for this position will be on or about May 1, 2023.

This is a 12-month position. We offer excellent benefits including: Health Insurance, Dental Insurance, Retirement (NPERS), Disability Insurance, Vision Insurance and Paid time off.

HELP WANTED:

Head of Maintenance

Due to retirement, St. Edward Public Schools is currently accepting applications for Head of Maintenance.

- This person must be detail-oriented and a self-motivated team member who take pride in their work.
- Previous experience in HVAC, plumbing, electricity is preferred, but not required.
- The start date for this position will be on or about April 17, 2023.

This is a 12-month position. We offer excellent benefits including: Health Insurance, Dental Insurance, Retirement (NPERS), Disability Insurance, Vision Insurance and Paid time off.

Interested candidates should send a letter of interest, resume, references, and credentials to Steve Osborn.



Steve Osborn, Superintendent
St. Edward Public School
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402-678-2282
Email at: sosborn@sted.esu7.org