



March 13, 2018

JOB POSTING

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The Grand Ledge Public Schools will accept applications from qualified candidates for the following position:

- Position:** **Benefits Technician**
- Reports to:** Chief Financial Officer
- Terms of Employment:** 52 Weeks per Year / 40 Hours per Week
- Starting Salary:** Commensurate with experience and ability
- Education:** Bachelor Degree in Business, Accounting or related field preferred
- Qualifications/Knowledge:**
1. Experience in handling employee insurance and other benefits.
 2. Operation and highly skilled with computers and business office software programs (especially Excel spreadsheets and other Microsoft Office software).
 3. Understanding of accounting rules and principles.
 4. Must have excellent interpersonal skills, organization skills and be detail oriented.
 5. Ability to speak effectively before vendors, administrators and staff.
 6. Ability to communicate clearly and concisely, both orally and in writing.
 7. Ability to perform duties with awareness of all district requirements and the Board of Education policies.
- More detailed job description available upon request.
- Beginning Date:** June 1, 2018 - Approximately
- Application Deadline:** April 6, 2018
- Application Process:** Apply online at www.glcomets.net

Questions regarding this employment opportunity may be directed to our Human Resources Department at 925-5406.

It is the policy of the Grand Ledge Public Schools District that no person shall be discriminated against in matters of employment or enrollment on the basis of race, color, national origin, gender/sex, sexual orientation, age, disability, height, weight or marital status in its programs, services or activities.