

Please Post

SAUCON VALLEY SCHOOL DISTRICT
2097 Polk Valley Road
Hellertown, PA 18055-2400

ANNOUNCEMENT OF VACANCY

Accounts Payable Clerk

Business Office

Saucon Valley School District is seeking a full-time Accounts Payable Clerk. Position is available immediately. This is a 12 month position with salary and benefits per the current secretarial/clerical agreement.

The applicant must be detail oriented and have accounts payable and accounting background, general secretarial experience, computer competency, and ability to work well with others.

Please send a letter of interest, application, resume, and all current clearances to:

Patricia Rosati
Saucon Valley School District
c/o Jaime Vlasaty
2097 Polk Valley Road
Hellertown, PA 18055

Posted: October 25, 2022

Expires: When suitable candidate is identified.

The Saucon Valley School District does not discriminate on the basis of race, color, national origin, age, sex, or handicap.