



District Administration Office  
227 Nichols Street  
Wellsboro, PA 16901  
(570) 724-4424  
FAX: (570) 724-5103

Every Child,  
Every  
Opportunity,  
Every Day...  
Striving For  
Success

### **CHILD ACCOUNTING / REAL ESTATE TAX COLLECTOR VACANCY**

The Wellsboro Area School District is accepting applications for an Administrative Assistant position within the Business Office. Job assignments associated with this position will include Child Accounting/Registrar and Real Estate Tax Collection duties and is a full-time (12 months, 8 hours per day, Monday – Friday) position.

This position is responsible for all aspects of student enrollment and reporting according to their educational assignments, coordinating data with key district stakeholders and for local, state and federal reporting. Along with the Child Accounting responsibilities, this position also accepts, records, and verifies all invoices and receipts for the District's real estate tax levy.

Interested candidates must have excellent organizational skills, time management, proficient with Microsoft Office Suite and be able to multi-task and have problem solving abilities in a fast-paced office. Must possess a minimum of three years experience in an office setting, preferably in a school district. Preferred education: Associate Degree in a business-related field.

Please submit a support staff application, letter of interest, resume, three letters of reference, three required clearances (Act 34, 114 & 151) and transcripts to Linda Gamble, Secretary to the Superintendent, Wellsboro Area School District, 227 Nichols Street, Wellsboro, PA (570 724-0303). Please visit District's website, [www.wellsborosd.org](http://www.wellsborosd.org) for more information.

**Deadline: October 26, 2020 at Noon.**

***The Wellsboro Area School District is an EOE in compliance with Title IX, Title VI, Section 504.***