



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

The Wellsboro Area School District is accepting applications for a Payroll/Benefits/Administrative Assistant position to work full-time (12 month salaried position – Monday through Friday) in the District Business Office.

Applicant must possess accounting experience, general business knowledge, and payroll/benefits duties with three years experience. Salary consistent with experience and qualifications.

Please submit support staff application, letter of interest, resume, three letters of reference, three required clearances (Act 34, 114 & 151) to Linda Gamble, Secretary to the Superintendent, Wellsboro Area School District, 227 Nichols Street, Wellsboro, PA 16901 (570-724-0303) or visit the District's website at [www.wellsborosd.org](http://www.wellsborosd.org) (Job Vacancies) for information. **Deadline: 4:00 PM, January 22, 2021.** The Wellsboro Area School District is an Equal Opportunity Employer in compliance with Title IX, Title VI and Section 504.