

Job Title	12-Month Human Resources Assistant/Bookkeeper
HR Contact	Business Manager Jennifer Kleschold
Contact Phone	(715) 796-4500 extension #3372
Job Description	Full-Time 12-Month Human Resources Assistant/Bookkeeper Position. Starting immediately. Year round: 2080 hours per year. Base pay \$18.60/hour - salary negotiable based on experience.
Requirements	<ul style="list-style-type: none"> • Human Resources: maintain benefits and payroll records, assist with new hires, personnel records, background checks, and verification of employment along with data entry. • Assist with payroll process • General office and accounting duties
Qualifications	<ul style="list-style-type: none"> • Experience with Microsoft Office Suite and Skyward • Basic accounting skills required • Must communicate effectively • Must be able to work in a fast-paced office environment with the ability to multi-task and meet strict deadlines.
How to Apply	Please apply to Jennifer Kleschold, Business Manager, P.O. Box 118, Hammond, WI 54015. Send cover letter, application, resume, and three references. Position will remain open until filled. Application is available on the SCC website at www.scc.k12.wi.us
Employer/Job Address	St. Croix Central School District 915 Davis Street Hammond, WI 54015
Description	St. Croix Central is a growing 4K-12 district of 1560+ students just 30 miles east of the Twin Cities. Public School: PreK-Grade 4 Elementary in Roberts, WI / Grade 5-8 Middle School in Hammond, WI / Grades 9-12 High School in Hammond, WI. 2016-17 enrollment – 4K-102, elementary school – 605, middle school – 447, high school – 408.