

Payroll Secretary Bookkeeper

Part Time

Associates Degree or experience in Payroll, Accounts Payable or Accounting field. Person will assist in processing bi-weekly payroll and assist in all necessary reporting requirements of the position. Paid Holidays, Vacation and Sick Time

Interested candidates should send a letter of interest, resume, three (3) current letters of recommendation, and transcripts. In addition, please access our employment application on our website: www.canterburypublicschools.org and attach completed application form along with all documentation to:

James A. Connelly, Interim Superintendent of Schools
Canterbury Public Schools
45 Westminster Road
Canterbury, CT 06331

Closing date: August 5, 2020 @3:00 pm

Email applications will be accepted provided all documents are scanned and included in the email. Email address for submission is: dhorn@canterbrypublicschools.org

EOE