



# Craig City School District

P.O. Box 800, Craig, Alaska 99921  
www.craigschools.com  
Phone (907) 826.3274  
FAX (907) 826.3322

Chris Reitan, Superintendent  
Jackie Hanson, Elem./MS Principal  
Kim Brand, HS Principal  
Mollie Harings, PACE Principal

## EMPLOYMENT OPPORTUNITY

February 18, 2021

### POSITION/RESPONSIBILITIES:

### ADMIN ASSISTANT/ACCTS PAYABLE / PACE FINANCE COORDINATOR

Willing to train the ideal candidate for this split position. Successful candidate will be responsible for maintaining district office responsibilities, accounts payable, purchasing as well as financial duties and recordkeeping for the PACE Statewide Homeschool.

### HOURS:

12 month position, 40 hours a week

### SALARY:

Per CEA Negotiated Agreement, Step 5, \$18.44

### QUALIFICATIONS:

High school diploma required, two years college preferred. Prior experience with accounts payable and understanding the chart of account concepts, but willing to train. Proficiency with Microsoft Office applications and technology required.

### BENEFITS:

Full family medical, dental, vision insurance  
State retirement plan

### STARTING DATE:

TBA

### CLOSING DATE:

Until filled

### APPLICATION PROCEDURE:

Complete district application on CCSD website and submit application with resume to:  
Chris Reitan, Superintendent  
Craig City Schools  
Box 800  
Craig, AK 99921

Craig City School District is an equal opportunity employer