

EMPLOYMENT OPPORTUNITY
SCHOOL ADMINISTRATIVE UNIT #2

Accounting Specialist

Full-time, Year-round

Start Date: Immediate Opening

Compensation and Benefits: Subject to experience and the terms of the SAU Benefits Overview.

SAU #2 is seeking a full-time Accounting Specialist. Responsibilities include, but are not limited to, bi-weekly payroll, other supplemental pay, accounts payable, account reconciliation and reporting (i.e. W2, 1095, 1099). Candidates must have excellent organizational and time management skills, be highly attentive to detail, able to work independently, strong communication skills, excellent financial software and Excel skills, with a strong bookkeeping background required. Qualified candidates should possess an Associate's degree in Accounting, Business or related field. Prior experience with fund accounting preferred.

Application deadline: Open Until Filled

Applications can be found at: <https://sau2.k12.nh.us/employment-opportunities>

Please submit cover letter, resume, application and transcripts to:

Karen Koch, Human Resources Coordinator
School Administrative Unit #2
103 Main Street, Suite 2
Meredith, NH 03253

or e-mail to: karen.koch@interlakes.org

EOE

Posted: June 20, 2024