



Craig City School District

P.O. Box 800, Craig, Alaska 99921
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Jackie Hanson, Superintendent
Christy House, Elem./MS Principal
Josh Andrews, HS & PACE Principal

EMPLOYMENT OPPORTUNITY

July 3, 2025

POSITION: ADMIN ASSISTANT / ACCTS PAYABLE / PACE FINANCE
COORDINATOR

LOCATION: Craig City School District – District Office

RESPONSIBILITIES:

This position is responsible for maintaining district office administrative assistant responsibilities, accounts payable, purchasing, and financial duties and recordkeeping for the PACE Statewide Homeschool.

HOURS: 12-month position, 40 hours a week

SALARY: \$24.55/hour, or depending on experience (up to five years of experience may be granted with placement at the discretion of the Superintendent)

QUALIFICATIONS: High school diploma required. Prior experience with accounts payable and administrative office duties preferred. Understand chart of account concepts. Proficiency with Microsoft Office applications and technology required

BENEFITS: Full family medical, dental, vision insurance
State retirement plan
Annual leave, personal leave, sick leave

STARTING DATE: As soon as possible

CLOSING DATE: Until filled

TO APPLY: Complete a CCSD Classified Application found at <https://www.ccsd.k12.ak.us/ccsd/employment> and send with cover letter to Melinda Bass at mbass@craigschools.com

OR

Complete application on ATP website at www.alaskateacher.org/jobs