

# **REGIONAL SCHOOL UNIT #71**

## **ANTICIPATED OPENING**

### **PAYROLL SPECIALIST**

RSU #71 is seeking a Payroll Specialist to join our team.

This position will play an integral part of the Business Office and will work as part of the team to provide our employees with the best service we are able.

The successful candidate will have 5\* years of experience processing payroll, and experience with Tyler Technologies' ProFund accounting software and MainePERS retirement system is preferred.

Applicants must have a High School Diploma or High School Equivalency Test (HiSET), an Associate's Degree in Accounting or Business Management is preferred. Maine Department of Education Criminal History Records Check (CHRC) is required.

For more information, please contact Chandra Hodgdon, Director of Finance, at [chodgdon@rsu71.org](mailto:chodgdon@rsu71.org).

**Please forward application, resume, transcripts, certification, and 3 references to:**

**Superintendent of Schools**

**PO Box 325**

**Belfast, ME 04915**

*or email to:*

**[bdavis@rsu71.org](mailto:bdavis@rsu71.org)**

Applications Close When Suitable Candidate is Found

EOE

*Applications available on the Region #71 website: [www.rsu71.org](http://www.rsu71.org)*