

## BOOKKEEPER

The Brunswick R-II School District is seeking applications for a full-time District Bookkeeper/Administrative Assistant to the Superintendent/School Board Secretary beginning April 1, 2021. This is a 12-month position with full benefits.

Interested candidates should be highly organized, possess strong communication and problem-solving skills, and efficiently work within deadlines. Preference given to candidates with previous accounting, finance or bookkeeping experience.

Also, experience in the following would be a plus: Software Unlimited School Accounting System including general ledger, accounts payable, payroll and school audits.

Applications are available at [www.brunswick.k12.mo.us](http://www.brunswick.k12.mo.us). Please mail applications to: Superintendent Cara Engelbrecht, 1008 County Road, Brunswick, MO 65236.

The Brunswick R-II School District provides equal opportunities for employment, promotion and education without regard to sex, age, color, creed, national origin or disability.