

Crawford Public Schools Seeks Bookkeeper / Secretary

Crawford Public Schools is seeking a full-time District Bookkeeper/Superintendent Secretary. This is a year-round position. Benefits include health insurance, vacation, sick leave and life insurance. Knowledge of bookkeeping procedures and computer skills (Microsoft Windows and/or Google-Suite) is required. The successful applicant must be organized and have good people skills. Please send letter of interest, resume and three letters of reference to Kirk M. Hughes, Superintendent, Crawford Public Schools, 908 5th Street, Crawford, NE 69339. Applications are due by February 23rd. Crawford Public Schools is an Equal Opportunity Employer.