Office Manager
West Bath School
West Bath School Administrative Unit

The West Bath School/West Bath School Administrative Unit, is seeking an office manager to work within the office of the West Bath School to assist the Principal/Superintendent with tasks necessary for the efficient and safe operation of the office, school, and district. The person in this position performs a wide variety of secretarial and financial tasks, including financial activities related to the accurate processing for payment of invoices and contracts, recording, updating and reconciling fiscal information, providing support and back-up to other personnel in accordance with established financial practices and guidelines; and providing accurate and systematic payroll and human resource services.

We are seeking a candidate who has successful experience performing the above tasks and working within a confidential setting. Candidates must have effective communication/interpersonal skills and proficiency with technology including basic operating systems, internet, spreadsheets, and financial software. A candidate who holds a Bachelors degree in business or accounting is preferred, but it is not required. Candidates must hold or be eligible to hold a State of Maine Criminal History Records Check Approval.

Interested candidates are asked to submit a letter of interest and an application to Emily Thompson by Monday, September 20th. Applications and a full job description may be downloaded at http://www.westbathschool.org.

E.O.E.

Posting Date: 9/10/21