

## **HIGHLANDS SCHOOL DISTRICT**

Seeks applicants for a **Confidential Payroll Secretary** to compile and process payroll and all applicable tax filings and reports for the School District in a timely, accurate and professional manner. Qualifications: An Associate Degree in Accounting, Business Management or Business Administration required, along with previous payroll experience. Proficiency with Skyward Payroll Software and Microsoft Excel.

Apply online at:

<https://www.applitrack.com/Highlands/onlineapp>.

Highlands is an EOE.