

## **Ardmore City Schools**

Employment Opportunity

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### **PAYROLL CLERK**

MUST POSSESS A RECENT WORKING KNOWLEDGE OF:

- Payroll Preparation for Mid to Large Size Company
  - Payroll Taxes
  - Computerized Bookkeeping Systems
  - Reconciliation Processes
  - Microsoft Excel and Word
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Start Date: October 28, 2015

Starting Salary: \$12.77 per hour (7 hour day)

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ACS Non-Certified Applications are available on our website:

**[ardmoreschools.org](http://ardmoreschools.org)**

Please submit your application as follows:

- Mail: Ardmore City Schools  
Attn: Human Resources  
PO Box 1709  
Ardmore, OK 73402
- Hand carry: ACS Education Services Center  
800 M NE, Room 115  
Ardmore, OK 73401
- Electronically: [tcolaw@ardmoreschools.org](mailto:tcolaw@ardmoreschools.org)

**CHAMPIONS FOR CHILDREN** 