



HOUGHTON-PORTAGE TOWNSHIP SCHOOLS

1603 Gundlach Rd. | Houghton, Michigan 49931
(906) 482-0450 | FAX (906) 487-5218
www.hpts.us

ANDERS HILL – Superintendent

NOTICE OF VACANCY

The Houghton-Portage Township School District is seeking qualified applicants for the following position:

Payroll/ Office Assistant

Position Summary: Assist business manager in executing payroll and other tasks in the business office. Position is a year around, 20 – 30 hour a week position.

Qualifications

- High School diploma, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Must complete and pass a criminal history background check according to applicable laws and school board policies.
- Secretarial experience desired
- Payroll experience desired
- Proficient in Excel
- Good organization skills desired
- Ability to work well and communicate with staff

Duties

- Serves as receptionist for the Superintendent & Business Office
- Assist with preparing various state reports
- Assist with various audits
- Assist with preparation of teacher worksheets and contracts
- Process mailings
- Maintain school of choice records
- Preparation of bank deposits and cash receipt entry
- Maintain personnel files
- Help maintain district keys
- Payroll duties which may include: Timesheet collection, Data entry, Maintain employee time off
- Serves as back up for business manager and administrative assistant
- Other duties as assigned by Superintendent

Interested applicants should submit a letter of interest and résumé to:

Anders Hill, Superintendent Houghton-
Portage Township Schools 1603
Gundlach Road

Houghton, MI 49931 Deadline:
Until Filled

It is the policy of the Houghton-Portage Township Schools that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability, weight or height, genetic information, or any other legally protected characteristic shall be discriminated against in employment, educational programs, or admissions. Questions or concerns regarding the non-discrimination policies should be directed to Ms. Sara Marcotte, Business Manager, 1603 Gundlach Road, Houghton, MI 49931 (906) 482-0450.

November 6, 2024