

**DODGELAND SCHOOL DISTRICT
401 SOUTH WESTERN AVENUE, JUNEAU, WI 53039
920-386-4404**

**VACANCY NOTICE
OCTOBER 7, 2025**

Position:	BOOKKEEPER
Duties:	Maintain organized, accurate financial records by recording daily transactions, manage accounts payable and receivable, reconcile bank statements, prepare financial reports, process payroll and tax forms, ensure compliance with regulations, and utilize accounting software to manage data.
Minimum Qualifications:	1. 2-year Associate Degree or equivalent experience in Business & Finance 2. Computer training and background 3. Good human relations skills
Annual Salary:	Dependent on experience / \$45,000 – \$55,000
Beginning Date:	As soon as possible
Application Deadline:	October 24, 2025
Application Procedure:	Send cover letter, resume, and completed district application to: Dodgeland School District ATTN: Todd Greco, District Administrator 401 South Western Avenue, Juneau, WI 53039 e: greco@dodgeland.k12.wi.us p: 920-386-4404 ext. 1002 f: 920-386-4498