



# Central Noble Community School Corporation

Central Noble Elementary    Central Noble Junior-Senior High School    Central Noble Primary

## VACANCY NOTICE

Posted: July 17, 2024

Applications will be accepted until the position is filled

Central Noble Community School Corporation  
has an opening for the following:

POSITION: **Deputy Treasurer: Payroll/Benefits**

LOCATION: **Central Office**

CLASSIFICATION: **Classified**      CONTRACTED/  
AGREEMENT DAYS      **260**

REQUIREMENTS/  
QUALIFICATIONS      HS Diploma with Associates Degree in accounting or finance recommended. Experience in  
Financial/Accounting/Administrative software preferred.

PRIMARY  
RESPONSIBILITIES      Position is responsible for completing payroll in an accurate and timely manner each payroll cycle, maintains benefit  
information for all employees and preforms onboarding for all new staff members. Full job description can be found  
under application forms at: <https://www.centralnoble.k12.in.us/employment>

### Full-Time, Year-Round Position

\*Corporation Paid Contributions to Perf/TRF  
\*Corporation Paid Life Insurance Coverage

\*Health Insurance Starting at \$243/month  
\*Access to FREE Employee Wellness Clinic

\*Generous Leave Time Package  
\*Family Friendly Corporation

All applicants shall apply in writing with **Letter of Interest, Resume and Applicable Application** to:  
(Applications can be found in the Employment Section of the Info Center Tab at [www.centralnoble.k12.in.us](http://www.centralnoble.k12.in.us))

Central Noble Community School Corporation  
200 E. Main St.  
Albion, IN 46701  
and [jobs@centralnoble.k12.in.us](mailto:jobs@centralnoble.k12.in.us)

*\*Benefits Based on Eligibility*