

Payroll Assistant, Linden Christian School

Linden Christian School (LCS), a K-12 independent school with over 970 students, invites applications for the position of part-time Payroll Assistant. The schedule for this 0.5 FTE position will vary with semi-monthly payroll dates. The Payroll Assistant is primarily responsible to perform, or assist in performing, payroll functions, including maintenance of data and payroll records. The Payroll Assistant is also responsible to assist with General Accounting and Human Resource duties. The Payroll Assistant contributes to the advancement of the Mission and Vision of Linden Christian School.

View a full job description and the LCS Statement of Faith below.

Interested candidates are asked to forward a letter of application, a complete résumé, a personal statement of faith and a minimum of three references, one being from the applicant's pastor or church leader. Please submit your application documents to the attention of Anne Penner, Human Resources Coordinator, via email to apenner@lindenchristian.org or by dropping them off at the Administration Office.

Thank you for your interest in this position. Please note only those applicants selected for an interview will be contacted. **The closing date for applications is Friday, February 15, 2019.**