



YOUNG SCHOOL DISTRICT #5

P. O. Box 390 - 46878 Highway 288
Young, Arizona 85554
Phone: (928) 222-4080
Fax: (928) 222-4079
Dr. Chad Knippen, Superintendent

JOB TITLE:

Business Clerk / Payroll Specialist

SALARY RANGE: \$19.00-\$23.00 per hour DOE

POSTING DATE: 07/15/2026

START DATE: As Soon As Possible

CLOSING DATE: Open until filled.

POSITION SUMMARY: In collaboration with the Business manager, this position is responsible for overseeing the financial operation of the school district, ensuring compliance with regulations, supporting administrative functions and additional financial duties. This position requires strong organization, financial management, and communication skills. This position plays a major role in the Business Office of the District and is directly responsible to the Superintendent in support of function and maintenance of the District's Business affairs as well as being knowledgeable in the areas of accountability of USFR Guidelines. This position will also be responsible for District Payroll.

DESIRED MINIMUM QUALIFICATIONS: Have multiple years experience finance, knowledge of finance and budgeting principles, knowledge of generally accepted accounting principles, financial reporting, and federal and state laws and regulations related to school finance and payroll. Must be proficient with standard office equipment and software.

REPORTING RELATIONSHIP: Reports to the Superintendent

TERMS OF EMPLOYMENT:

1. Full-time Hourly Position: 208-day year-round contract.
2. Position qualifies for insurance, sick/vacation leave, and retirement benefits.

EQUAL EMPLOYMENT OPPORTUNITY: Young Public School District #5 is an equal opportunity employer and does not discriminate in regards to race, color, religion, nationality, sex, age, marital status, or disability.

APPLICATION PROCEDURE: Complete a classified application which is available on the school website <https://www.youngschool.org/personnel>. Please include your application, resume, three letters of recommendation, college transcript (if applicable), or other certifications to the Young District Office, or you may email or mail your documents. Please address all documents to Chad Knippen, Superintendent. Upon recommendation for hire, candidates will be provided a packet of payroll forms to include a background check and application process to obtain a fingerprint clearance card.

CONTACT INFORMATION: Email all application materials to czienka@youngschool.org or mail to Young Public School District, PO Box 390, Young, AZ 85554.