AOS 98 is located in beautiful Boothbay Harbor. We support the schools of the Boothbay region, Edgecomb, Southport, and Georgetown. You will be awed by our great team of professionals who are focused on providing the best education possible for our learners. If you think you have what it takes to join our team, we would like you to consider ‘coming aboard’.

AOS 98 Superintendent of Schools is accepting applications for the following positions to begin as

soon as possible:

**DIRECTOR OF FINANCE**

The successful candidate will plan and direct the accounting operations of multiple school

districts, including accounts payable, accounts receivable, and payroll. You will ensure account

procedures are accurately recorded for all financial transactions including federal funds and

completing all required filings with the Maine Department of Education. You must have the

ability to develop and maintain budgets for multiple school boards.

**FINANCE ASSISTANT-PAYROLL SPECIALIST**

The successful candidate will focus on payroll processing and assist with the workflow of the finance office. Skilled in computer programs, such as: data entry, word processing, database, spreadsheets, etc. Organized and highly accurate with details, able to work well with members of the public and staff, effective oral and written communication skills.

Both positions are full-time, year-round. Maine Criminal History Record background check required for hire. Salary rate based on experience. Benefits include insurance, retirement, and paid time off.

Application deadline: November 30, 2023

* Interested candidates are asked to send a cover letter, application, and resume.
* The Support Staff application is available on the employment page of our website: [www.ao98schools.org](http://www.ao98schools.org/)
* Please email to [info@aos98schools.org](mailto:info@aos98schools.org) for questions application submissions.

Equal Opportunity Employer