

BUSINESS OFFICE CLERK
BRITTON BUILDING
2025-2026 SCHOOL YEAR

\$15.40/HR (30 WORKING DAY PROBATION)
\$17.00/HR AFTER PROBATION

APPLICATION DEADLINE: October 31, 2025 @5:00 PM
START DATE: Upon paperwork completion
HOURS: 7:00 – 2:00 (.5 hr. unpaid lunch)

High School Diploma
Individual will work under the supervision of the Superintendent
Computer skills a must--including Microsoft Suite
Basic finance skills
Good oral and written communication skills
Responsible and reliable

APPLY TO:
Stacy Johnson, Superintendent
Britton Deerfield Schools
201 College Ave
Britton, MI 49229
stacy.johnson@bdschools.us