

**Wisconsin International Academy  
11811 West Bluemound Road  
Wauwatosa, WI 53226**

**Office Manager Vacancy**

The position may be full-time or part-time pending the experience, skills, efficiency and availability of the selected applicant.

The job description will include human resources, payroll, accounts payable and receivable, reconciliations, regulatory filings, vendor management, correspondence, and other management duties as assigned.

The minimum of a two-year technical degree is required, and bachelor's degree is preferred. Proficiency is required in QuickBooks Online or QuickBooks, Microsoft Word, Excel, PowerPoint.

Send letter of application and resume to WIA Principal Dr. Matt Gibson at [matt.gibson@wiaedu.org](mailto:matt.gibson@wiaedu.org). The new Office Manager will assume duties ASAP.