

# **Administrative Secretary:**

Job consists of working on District finances, including payroll, financial audits, personnel records, and insurance administration.

Must be detail oriented and proficient in accounting, QuickBooks, MS Office programs.

**\$70-75K annual salary** plus full benefits including health insurance (full employee/partial family), dental, life insurance, retirement plan, paid vacation, sick leave.

**Job location:** Ord, Nebraska.

Requires introduction letter, resume, LLNRD job application by 5/18/26.

**More info and job application at [LLNRD.org](http://LLNRD.org) or contact Lower Loup NRD, 2620 Airport Drive, Ord, NE 68862, (308) 728-3221. EOE.**