

Fairborn City Schools
306 E. Whittier Avenue
Fairborn, OH 45324
(937) 878-3961

August 13, 2018

POSITION VACANCY ANNOUNCEMENT

POSITION: PAYROLL CLERK

DISTRICT: Fairborn City Schools

COUNTY: Greene

**CONTACT: Rick Taylor, Interim Treasurer, Fairborn City Schools
rtaylor@fairborn.k12.oh.us**

APPLICATION DEADLINE: August 17, 2018

QUALIFICATIONS:

- **High school diploma. Post secondary training is desirable.**
- **Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).**
- **Documented evidence of a clear criminal record.**
- **Proficient in office protocol and the use of business equipment.**
- **Proficient in data entry, spelling, proofreading, and the correct use of grammar.**
- **Proficient in the use of personal computing software including word processing, spreadsheet and data base applications**
- **Basic understanding of the Uniform School Accounting System, (USAS) and Uniform School Payroll System (USPS).**
- **Ability to be attentive to detail and able to perform repetitive tasks with accuracy.**
- **General understanding of internal control system(s).**
- **Multitasking ability and strong interpersonal skills.**

ADDITIONAL DATA

Screening for interviews may occur based upon the number of applications. Such screening may also be based upon experience, certification, recommendations, or other qualifications.

CC: All Buildings
FEA President
Central Office