

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

June 28, 2016

POSITION VACANCY ANNOUNCEMENT

POSITION: ACCOUNTS PAYABLE CLERK – 12 month (5 days per week, 5 hours per day)

SALARY: Pay Range: \$15.71/hour – \$30.35/hour

DISTRICT: Fairborn City Schools

COUNTY: Greene

CONTACT: Nicole Marshall, Treasurer/CFO, Fairborn City Schools
nmarshall@fairborn.k12.oh.us

APPLICATION DEADLINE: July 5, 2016

SPECIFIC DUTIES: Major areas of responsibility shall include, but not be limited to, the following duties:

- Process purchase orders and assists with coding of purchase orders
- Assist with receipting of all school funds
- Assist with the balance and the closing of books on a monthly, quarterly and yearly basis
- Reconciles assigned bank statements
- Assist with the set-up of appropriations and modifications
- Assist with financial reports
- Responsible for inventory records for fixed assets
- Assist with GAAP reports
- Assist Treasurer/CFO with internal audit controls
- Assist in records retention
- Maintain up to date knowledge of technology utilized by the district
- Provides back up and support to all members of the Treasurer/CFO's office
- Performs other duties as assigned by the Treasurer/CFO

QUALIFICATIONS:

- High school diploma or higher in accounting, finance or related field is desirable.
- Experience with government fiscal operating procedures and state software preferred.
- Ability to compute mathematical data accurately.
- Must possess high integrity, confidentiality and organizational abilities.
- Proficient in financial data processing systems and the use of information technology systems.
- Must be accurate, efficient and capable of handling detailed work assignments.

- **Must be able to cooperate and communicate with staff, administrators, and the public.**
- **Must have strong organizational, planning and project management skills.**
- **Demonstrates professionalism and contributes to a positive work environment.**
- **Demonstrates a willingness to acquire knowledge and skills to meet new challenges through involvement in professional development activities.**
- **Is punctual and thorough in implementation of all assigned duties.**
- **Promotes teamwork and helps staff as needed to successfully accomplish delegated skills.**
- **Takes the initiative to perform routine tasks independently.**
- **Upholds board policies and follows administrative procedures.**
- **Promotes a favorable image of the school district.**
- **Supports community partnerships that enhance district programs and services.**
- **Must pass criminal background check.**

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