

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE
January 24, 2025



POSITION: Student Body Accounting/Bookkeeper
LOCATION: Centennial High School
HOURS: 8 Hours Per Day (7:00am – 3:30pm)
DAYS: 230 Days; August – June (will be prorated based on start date)
SALARY: \$22.04 - \$30.51 Per Hour (Range F)
BENEFITS: PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.
START DATE: February 10, 2025, or when filled
APPLICATION DEADLINE: Open until filled

JOB PURPOSE STATEMENT(S): The position of Student Body Accounting/Bookkeeper (HS) performs moderately complex bookkeeping and accounting clerical work involved in establishing and maintaining a number of student body activity accounts within the high school setting.

ESSENTIAL JOB FUNCTIONS:

- Receive beginning-of-the-year student fees and post to proper student body accounts.
- Set up and maintain accounting records for 60-65 student body accounts; co-sign all requisitions, processes and pay all bills charged against student body accounts, balance monthly bank statement, prepare reports of monthly activity for each account.
- Maintain cash drawer; count, balance, and receipt all monies received on a daily basis.
- Post charges against individual student accounts; process all student withdrawal forms and reconcile individual student fee accounts as necessary to verify funds owed and basis for withholding of report cards or diplomas.
- Prepare and make daily bank deposits.
- Collect miscellaneous student fees for special activities.
- Prepare all account financial records for annual audit; confer with auditors as necessary to explain accounts.
- Perform related duties as assigned.

REQUIREMENTS – QUALIFICATIONS:

- **Experience Required:** Specialized training in accounting and computer technology is desirable. Two years of responsible accounting clerical experience, preferably working with multiple accounts.
- **Skills, Knowledge and/or Abilities Required:**

Ability to speak a second language preferred. Skills to post data and make arithmetical computation rapidly and accurately; locate, retrieve, verify, interpret, and apply moderately complex bookkeeping and accounting records; operate various office machines including a ten-key calculator and computer terminal.

Knowledge of basic math; principles and practices of accounting clerical work terminology used in bookkeeping and accounting clerical work, particularly related to general fund accounting; modern office methods, practices, procedures, and computer equipment; business English, grammar, and spelling.

Abilities to work independently and organize priorities; use appropriate computer software programs; understand and carry out oral and written instructions; establish and maintain effective working relationships with those contacted in the course of work, including students.

EDUCATION REQUIRED: Equivalent to the completion of the twelfth grade.

TESTING REQUIRED: Criminal Justice Fingerprint Clearance (applicant agrees to assume cost upon offer of employment).

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

APPLICATION PROCEDURE:

All applicants, including current employees, are required to apply through [PowerSchool Applicant Tracking](#)

External Applicants:

- Apply through [PowerSchool Applicant Tracking](#)

Internal Applicants (Current Employees):

- Apply through [PowerSchool Applicant Tracking](#) by clicking on "Internal" in the upper right-hand corner. First time users will need to create their own "Internal" account using their Centennial email address. For users who already have created their "Internal" account, simply enter your username and password at the top of the page. Follow the prompts, which will include typing a cover letter and attaching a resume.

For information about the position, contact:

Marin Miller, Principal

Email: marin_miller@csd28j.org

For questions about applying, contact:

Shannon Burley, HR Secretary

Email: shannon_burley@csd28j.org