

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE
August 28, 2024



POSITION: Accounting Clerk III (Accounts Receivable)
LOCATION: District Office – Business Services Department
HOURS: 4 Hours Per Day (8:30am – 12:30pm)
CALENDAR: 260 Days Per Year; July - June (will be prorated based on start date)
SALARY: \$21.06 – \$29.16 Per Hour (Range E)
BENEFITS: PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.
START DATE: September 30, 2024, or when filled
APPLICATION DEADLINE: Open until filled

JOB PURPOSE STATEMENT/S: The position of Accounting Clerk III is for the purpose of providing, under supervision, support to accounting functions; complying with district financial obligations; providing financial information/instructions and/or support to other personnel; and providing financial services and processing of financial functions on a timely basis.

ESSENTIAL JOB FUNCTIONS:

- Inform personnel and/or vendors regarding required documentation and/or procedures for the purpose of conveying information necessary to complete transactions, taking appropriate action, and/or complying with established fiscal guidelines.
- Maintain various fiscal information, files and records (e.g., accounts payable, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Prepare documentation (e.g., invoices, correspondence, etc.) for the purpose of providing written support and conveying information, and/or complying with fiscal requirements.
- Process various fiscal information for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
- Reconcile accounts payable (e.g., purchase orders, vendor statements, claims reimbursement, etc.) for the purpose of maintaining accurate account balances and complying with related policies, practices, and regulations.
- Research discrepancies of financial information and/or documentation (e.g., purchase orders, invoices, packing slips, vendor statements) for the purpose of ensuring accuracy and adherence to procedures prior to processing for action.
- Communicate effectively with vendors, colleagues, and supervisors.
- Maintain positive, professional working relationships with colleagues, supervisor, and vendors and outside business contacts.
- Post information to purchase orders, invoices, computer reports, and computer data documents.
- Sort, distribute, file, and mail forms, purchase orders, accounting documents, and correspondence.

OTHER JOB FUNCTIONS:

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other duties as assigned.

JOB REQUIREMENTS – QUALIFICATIONS:

- **Experience Required:** Two (2) years of responsible accounting clerical experience. Additional specialized training in accounting and computer technology is desirable.
- **Skills, Knowledge and/or Abilities Required:**

Skill to perform standard reconciliation with source documents, prepare work papers to analyze account balances, to operate standard office equipment including use of basic computer applications, use English both in written and verbal form, use correct spelling grammar and punctuation, perform basic arithmetic calculations.

Knowledge of basic accounting (e.g., debits, credits, etc.), appropriate laws, codes and regulations.

Ability to sit for prolonged periods working accurately, with attention to detail and with minimal supervision; understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

Ability to speak a second language.

EDUCATION REQUIRED: High School diploma or equivalent.

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 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 [TalentEd Hire](#):

External Applicants:

- Apply through [TalentEd Hire](#).

Internal Applicants (Current Employees):

- Apply through [TalentEd Hire](#) by clicking on "Internal" in the upper right-hand corner. First time users will need to create their own "Internal" account. 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:

Tina Caverhill, Payroll & Benefits Director

Email: tina_caverhill@csd28j.org

For questions about applying, contact:

Shannon Burley, Human Resources Secretary

Email: shannon_burley@csd28j.org

OAR RULES REQUIRE THE FINGERPRINTING OF ANY PERSON NEWLY HIRED.

Centennial School District practices equal employment opportunity and treatment regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, veteran's status, genetic information, and disability if the employee is able to perform the essential functions of the position.