

Post: December 18, 2017



Office of Human Resources

Exempt Employee

Job Posting
2017-2018 School Year

Accounts Payable

Education and Experience:

- Associate's degree with training in accounting **or** equivalent work experience required
- Prior accounts payable experience in a school environment preferred
- Experience with Uniform School Accounting System (USAS) preferred
- Experience with eSchoolMall preferred

Skills, Abilities & Knowledge:

- Knowledge of school laws and regulations
- Ability to develop, revise, enforce and educate staff regarding purchasing policies and procedures
- Strong interpersonal and written/oral communication skills
- Strong customer service skills and positive attitude
- Ability to multitask, work independently, and resolve issues in a professional manner

230 day contract

Applicants **currently employed** by the Orange City School District should indicate their interest via our online application process located at

<http://www.orangeschools.org/EmploymentOpportunities.aspx>, click on the internal applicant link and submit the required information by January 2, 2018.

Applicants **not employed** by the Orange City School District should visit

<http://www.orangeschools.org/EmploymentOpportunities.aspx> and submit an application and complete the application process by January 2, 2018.

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