

## **Dover City School District Announcement of Vacancy**

Position:           Accounts Payable Clerk/Secretary to the Treasurer  
Opening due to the retirement of a long term employee

### Minimum Qualifications:

- Two year college degree in finance/accounting, with HS diploma and Treasurer's office experience considered
  - Equivalent experience will be reviewed
- Meet the legal requirements relative to a criminal background check and have the ability to be bonded
- Possess strong organizational skills and the ability to work in a fast paced environment
- Computer skills including, but not limited to: Microsoft Excel and Word, Uniform School Accounting System (state software), Uniform School Payroll System (state software) web based programs (i.e. Edge)
- Ability to direct and work collaboratively with other personnel, and to demonstrate a willingness to positively help staff, administrators, and the public while maintaining confidentiality
- Ability to effectively communicate both orally and in writing
- Ability to multi-task and be self-motivated
- Alternatives to the above qualifications as the Board of Education may find appropriate

### Basic Responsibilities:

- Accounts Payable (including requisitions, purchase orders, payments and vouchers)
- Accounts Receivable, revenue posting
- Student Activities
- Vendor management (including new vendors, W-9 monitoring and 1099 processing)
- Bank deposits and reconciliations
- Work with State Auditors in providing requested information
- Trouble shooting all areas to ensure clean audits
- Manage tuition reimbursement documentation
- Forms creation
- Financial guidelines for staff and coaches
- Monthly activity reports
- Additional responsibilities as assigned by the Treasurer

Length of Contract:           12 months

Salary:                           Competitive salary with excellent fringe benefits

Starting Date:                 March, 2019

Application Procedure:       Forward a letter of interest & resume by February 11, 2019 to the attention of:  
Amy Palmer  
Dover City School District  
219 W. 6<sup>th</sup> Street  
Dover, OH 44622

Contact Information:           Email: [palmera@dovertornadoes.com](mailto:palmera@dovertornadoes.com)  
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