

MIDVIEW LOCAL SCHOOL DISTRICT

Official Notice of Vacancy from the Office of the Superintendent

Posting Date: August 23, 2022
OPEN FOR THE 2022 - 2023 SCHOOL YEAR

POSITION TITLE: **Accounts Payable Specialist, Treasurer's Office**

JOB DETAILS:

- 260-day Exempt Contract, 8 hours per day
- Salary and benefits commensurate with experience/certification and to placement on the Midview Board of Education approved scale with a range of: \$21.63 - \$26.89/hour

QUALIFICATIONS:

- A minimum of a High School diploma is required; however, post-secondary business school training or equivalent accounting work experience is preferred.
- An acceptable score on a pre-employment skill test may be required.
- A strong knowledge and background in financial systems. Experience using SCview and/or USAS-R (Redesigned State Software) is preferred.
- The ability to work effectively with others while remaining flexible willing to learn is needed for the successful applicant.

OVERVIEW:

The Midview Local Schools is seeking qualified applicants for the position of Accounts Payable Specialist in the Treasurer's Office. The qualified applicant will assume duties in the following areas but not limited to: Performs general accounting duties for the Treasurer. Responsibilities for Accounts Payable include, but are not limited to, processing requisitions, purchase orders, invoices/expenditures, fixed asset reporting, reconciliations, report generations, maintain vendor lists, prepare 1099 forms, etc. Other duties as assigned by the Treasurer include assembling data for analysis and/or forecasting, process contracts, process forms for special education cost reimbursement, etc. A full list of expectations can be found in the job description in the Superintendent's Office.

Those interested in applying must submit an application through Applitrack found on the District's Website: <http://www.midviewk12.org/Employment.aspx>

Please address all electronic correspondence to: Dr. Frank M Major III, Assistant Superintendent, Midview Local Schools, 13050 Durkee Road, Grafton, Ohio 44044. Application deadline for the position is: **9/15/22 or Until filled**

THE MIDVIEW BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, RELIGION, AGE, HANDICAP, OR NATIONAL ORIGIN IN THE EDUCATIONAL PROGRAMS AND ACTIVITIES WHICH IT OPERATES.

NOTE: Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Midview Local Schools Board of Education Office at 440-748-5353.