



## Job Posting ***Anticipated Opening***

April 18, 2024

Date Posted

May 3, 2024

Application Deadline

### ACCOUNTING SPECIALIST

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| APPLICATION DEADLINE:   | May 3, 2024 (electronic submissions are encouraged)  |
| JOB TITLE:              | Accounting Specialist (Classified)   |
| LOCATION OF WORK:       | Four County Career Center Business Office  |
| STARTING DATE:          | June 3, 2024 (anticipated)   |
| RATE OF PAY:            | Base starting rate \$17.54/hour  |
| HOURS TO BE WORKED:     | Twelve-month position, 8:00 a.m. – 4:00 p.m.   |
| QUALIFICATIONS DESIRED: | Associate degree in accounting, finance, business or closely related field<br>Accounting, finance, business or closely related work experience<br>Ability to perform complex tasks independently with critical attention to detail<br>Provides documented evidence of a clear criminal record    |
| JOB DESCRIPTION:        | Perform office duties and administrative support functions necessary for the daily operation of the treasurer's office. Perform work requiring independent judgment and discretion. The primary responsibility will be Accounts Payable. (Job Description Available Upon Request)                |
| APPLY TO:               | Applicants should submit a cover letter, resume and three letters of recommendation to:<br><br>Jennifer Maassel, Administrative Assistant<br>Superintendent and Director of Operations<br>Four County Career Center<br>22-900 SR-34<br>Archbold, OH 43502<br>jmaassel@fcanywhere.net             |
| EQUAL OPPORTUNITY:      | In accordance with Title VI, Title IX, and section 405 of the Rehabilitation Act of 1973, the Four County Joint Vocational School District Board of Education has a policy prohibiting discrimination against any person on the basis of sex, race, religion, handicap, age, or national origin. |