

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

NOTICE OF AVAILABLE POSITION

POSITION: Accounting Specialist

RESPONSIBLE TO: Works under the general supervision of the Business Systems Analyst and Accounting Coordinator. Works independently using own initiative, establishing task priorities, and performs special assignments for supervisors in developing financial information.

ESSENTIAL FUNCTIONS: Assists in control of the accounting functions of the school system in budget preparation and management, establishment and monitoring of grant accounts, and administratively reviewing a variety of accounting and bookkeeping procedures including accounts payable, accounts receivable and cash management, payroll and pension calculations.

MINIMUM QUALIFICATIONS: An Associate's degree in accounting or business administration or its equivalent, and at least three years experience in municipal accounting and computer operations; or, the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

SALARY: Depends On Experience

WORK PERIOD: 12 months

STARTING DATE: Negotiable

FILING DATE: Until Filled

CREDENTIALS REQUIRED: Please complete an application online and attach a resume.

*****There will be a computerized test and/or written test as part of the interview process for this position***

7/10/2019