

VACANCY ANNOUNCEMENT

POSITION: Bookkeeper

LOCATION: Stewart County High School

TIMELINE: Opens: November 18, 2020
Closes: November 27, 2020

Minimum Qualifications:

1. High school diploma or general equivalency diploma
2. Knowledge of governmental accounting, investment procedures, and computer operations
3. Demonstrates skills in the use of a variety of office machines, efficiency in office management and knowledge of business English, spelling, and math
4. At least two years of experience in maintaining records
5. Meets health and physical requirements
6. Complete a criminal background check prior to employment

Essential Job Functions:

1. Supervises all accounting practices for the school
2. Prepares journal entries for accounts receivable, analyses and reports
3. Processes vendor requests for payments, checking prices, amount received, delivery dates, discounts, and shipping terms
4. Balances financial records
5. Prepares and submits reports to the state in accordance with state accounting rules and regulations
6. Acts as an advisor to the principal on all questions relating to the business and financial affairs of the school
7. Performs other duties as assigned.

Salary Range: Will be determined based on education and experience

Apply by Submitting:

1. An application along with a letter of interest
2. A resume
3. Any additional material you feel will enhance your candidacy

Send To:

**Stewart County High School
Ben Duncan, Principal
PO Box 422
Dover, TN 37058**

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