



NOTICE OF VACANCY

POSTING DATE: April 1, 2025

POSITION ID: 24-ESP-104

POSITION: [Bookkeeper, Finance](#)

LOCATION: Business Office at Administration Building

SALARY: Level 1A, Per ESP Agreement
8 hours/day, 5 days/week, 12 Month Calendar
Hourly rate starting at \$21.17

DEADLINE: **Until Filled**

START DATE: **ASAP**

QUALIFICATIONS:

- Bachelor's Degree in Accounting or related field, preferred.
- Minimum three years bookkeeping experience, preferred.
- Demonstrated knowledge and application of accounting principles, required.
- Experience and aptitude in the use of computerized software systems, Business+ preferred, Google Suite and Microsoft Office.
- Ability to develop effective working relationship with staff through the District.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Must pass the bookkeeping test prior to being hired for the position.

DUTIES AND RESPONSIBILITIES:

- Reconciles bank accounts and credit card deposit activity.
- Prepares journal entries in the general ledger and reviews for accuracy.
- Prepares quarterly and annual Medicaid Outreach reports.
- Reconciles accounts in the general ledger.
- Prepares Board Reports consisting of monthly summary of expenditures and ACH transactions.
- Reconciles Property Tax distribution, monthly and annual write-off.
- Works with District funds including transfers, wires, ACH, payroll and sales tax payments, e-funds or other payment processing companies.
- Uploads weekly positive pay reports to the bank and investigates discrepancies.
- Assists Manager of Purchasing and Accounting with P.O. distribution and shipping/returns.
- Reconciles third party sub provider data on a bi-weekly basis.
- Processes high volume workload with high level of accuracy under specific deadlines.
- Ability to learn and understand account code structure and apply that knowledge in daily duties and responsibilities to review transactions for accuracy.
- Supports and trains building secretarial staff as needed.
- Other duties as assigned.

BOARD OF EDUCATION EXPECTATIONS FOR ALL FPS EMPLOYEES:

To ensure work/choices contribute to the Learner Profile and District Goals, as demonstrated by:

- a. Ability to create a collaborative culture through providing a safe environment for employees to take risks, work independently and interdependently and to value all perspectives.
- b. Ability to establish productive relationships which will support and leave people better off through engagement in courageous conversations and empathetic interactions in order to make choices that build trust and understanding.
- c. Ability to establish an environment of continuous improvement that will provide data/feedback and reflection that will assist in identifying and solving problems in an innovative manner.
- d. Ability to establish an environment for cultural improvement by demonstrating honesty with self and others through equity, not just equality, and seeing and embracing differences as assets.
- e. Ability to know your audience and to tailor communication in a timely, clear and appropriate mode; always seeking to understand.

METHOD OF APPLICATION:

Applications are being accepted online only, a basic resume must be attached. To apply for this position, choose [Employment](#) on [Farmington Public Schools](#) banner. For questions regarding this position contact [Gazell Watkins](#).

It is the policy of Farmington Public Schools that no person shall, on the basis of race, creed, color, national origin, sex, age, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or in any of its programs or activities.
