

Fairborn City Schools  
306 E. Whittier Avenue  
Fairborn, OH 45324  
(937)878-3961

February 23, 2021

**POSITION VACANCY ANNOUNCEMENT**

**POSITION:** ACCOUNTS PAYABLE CLERK – 12 month exempt position (5 days/week, 8 hours/day)

**SALARY:** Pay Range: \$17.34/hour – \$33.51/hour

**DISTRICT:** Fairborn City Schools

**COUNTY:** Greene

**CONTACT:** Amy Gayheart, Director of Classified Human Resources/Educational Services  
[agayheart@fairborn.k12.oh.us](mailto:agayheart@fairborn.k12.oh.us)  
937-878-3961, Ext 1111

**APPLICATION DEADLINE:** March 1, 2021

**SPECIFIC DUTIES:** Major areas of responsibility shall include, but not be limited to, the following duties:

- Process purchase orders and assists with coding of purchase orders
- Assist with receipting of all school funds
- Assist with the balance and the closing of books on a monthly, quarterly and yearly basis
- Reconciles assigned bank statements
- Assist with the set-up of appropriations and modifications
- Assist with financial reports
- Responsible for inventory records for fixed assets
- Assist with GAAP reports
- Assist Treasurer/CFO with internal audit controls
- Assist in records retention
- Maintain up to date knowledge of technology utilized by the district
- Provides back up and support to all members of the Treasurer/CFO's office
- Performs other duties as assigned by the Treasurer/CFO
- Files Monthly and Annual City Taxes
- Reviews, processes and pays all authorized invoices
- Maintains vendor files including vendor numbers & responds to vendor inquiry regarding payment
- Prepares and sends 1099's as required

**QUALIFICATIONS:**

- High school diploma or higher in accounting, finance or related field is desirable.
- Experience with government fiscal operating procedures and state software preferred.
- Ability to compute mathematical data accurately.
- Must possess high integrity, confidentiality and organizational abilities.
- Proficient in financial data processing systems and the use of information technology systems.
- Must be accurate, efficient and capable of handling detailed work assignments.
- Must be able to cooperate and communicate with staff, administrators, and the public.
- Must have strong organizational, planning and project management skills.
- Demonstrates professionalism and contributes to a positive work environment.
- Demonstrates a willingness to acquire knowledge and skills to meet new challenges through involvement in professional development activities.
- Is punctual and thorough in implementation of all assigned duties.
- Promotes teamwork and helps staff as needed to successfully accomplish delegated skills.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Supports community partnerships that enhance district programs and services.
- Must pass criminal background check.

**ADDITIONAL DATA**

Screening for interviews may occur based upon the number of applications. Such screening may also be based upon experience, certification, recommendations, or other qualifications.

CC: All Buildings  
FEA President  
Central Office