

**HARLAN COUNTY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER**

**V A C A N C Y   B U L L E T I N**

**POSITION:** Bookkeeper

**LOCATION:** Maintenance Department

**LENGTH OF EMPLOYMENT:** 2016-2017 School Year

**SALARY RANGE:** 2016-2017 Salary Schedule

**CERTIFICATION/QUALIFICATIONS:** Associate Degree in accounting related area preferred; high school diploma required with business and computer skills; A working knowledge and training in Munis General Ledger, and Payroll and personnel modules to include, but not limited to payroll, accounts payable and budgeting; Alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

***JOB DESCRIPTION (Condensed):*** Maintain a set of financial records related to an area of clerical accounting such as accounts receivable, budget, school accounting, or other assigned accounting support area; collect, receipt, record and deposit monies; sort and post to appropriate accounts; reconcile cash, receipts and statement; resolve or assist in the resolution of discrepancies and errors; and numerous other responsibilities as listed in Classified Employee Job Description.

**EFFECTIVE EMPLOYMENT DATE:** After application deadline

**APPLICATION DEADLINE:** August 25, 2016

**NON-DISCRIMINATION POLICY:** The Harlan County School District practices non-discrimination in employment. Harlan County School District complies with Title IX, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The school district does not discriminate on the basis of race, color, age, national origin, religion, creed or marital status, in the education programs or activities it operates. The Harlan County Public Schools will seek minorities in the areas of under utilization.

**TO APPLY:** SUBMIT A WRITTEN LETTER STATING EXACT POSITION(S) APPLYING ALONG WITH A COMPLETED APPLICATION. APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF THE ASSISTANT SUPERINTENDENT IN CHARGE OF PERSONNEL NO LATER THAN 3:30 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE PERSONNEL OFFICE OF THE HARLAN COUNTY BOARD OF EDUCATION FOR AN APPLICATION, JOB DESCRIPTION AND NEEDED QUALIFICATIONS.

**SEND TO:** MIKE HOWARD, SUPERINTENDENT, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.