

**HARLAN COUNTY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

V A C A N C Y B U L L E T I N

POSITION: Accounting Manager

LOCATION: Central Office (School Food Services)

LENGTH OF EMPLOYMENT: 2022-2023 School Year

SALARY RANGE: 2022-2023 Salary Schedule

CERTIFICATION/QUALIFICATIONS: Business Administration Degree, accounting experience, at least three years of accounting and record keeping experience; a working knowledge and training in the Munis General Ledger, and payroll, and personnel modules to include, but not limited to payroll, accounts payable and budgeting; or alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB DESCRIPTION (Condensed): Supervise two or more accounting units including financial reporting, attendance accounting, accounts payable, general ledger, accounts receivable and other accounting functions, coordinate activities with the payroll function. A complete list of the job description is available at the Central Office in the classified job description book.

EFFECTIVE EMPLOYMENT DATE: After application deadline

APPLICATION DEADLINE: January 3, 2023

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: BRENT ROARK, SUPERINTENDENT, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.