LIVINGSTON SCHOOL DISTRICT
VACANCY

• ACCOUNTING SPECIALIST 1

LOCATION: Central Administration Office

SALARY: $14 TO $15 PER HOUR DOE

HOURS: 24 to 30 Hours per week, Year-Round

REQUIRE: Letter of Interest
Classified Application
Equal Opportunity Employer Form

Contact: Director of Business Services
Ellen Conley c/o Jenny Stringer
jenny.stringer@livingston.k12.mt.us
132 S. B Street
Livingston, MT. 59047
406-222-0861

CLOSING DATE: April 24, 2019 or until filled

Applications and job description may be picked up at the School Administration Office, 132 South “B” Street, Livingston, MT, or classified applications may be found on the Livingston School District web site – www.livingston.k12.mt.us

In-district applicants, please send letter of interest to Ellen Conley,
Business Director, 132 South “B” Street, Livingston, MT

Livingston Schools is an equal opportunity employer.

Posted: April 8, 2019
JOB DESCRIPTION
ACCOUNTING SPECIALIST 1

Qualifications:
Proactive Problem Solver with Positive Attitude
Eager to Take on New Challenges and Develop New Skills
Experience Handling Money and Processing Deposits
Must Pass a State and Federal Fingerprint Background Check

Additional Preferred Skills:
Familiarity with Microsoft Word, Excel and Outlook
An Associate degree in Business or Accounting, or equivalent training and experience

Job Goal:
To work affectionately in a team office environment. Provide timely and accurate processing of financial transactions in the Business Office. Respond professionally and timely to requests for information and assistance.

Primary Responsibilities Include:
• Perform work independently with minimum of supervision.
• Answer phones and respond to inquiries.
• Assist in processing of information requests, background checks, transcripts and related district business.
• Assist with filing and records management.
• Receive and process cash receipts, prepare bank deposits and record revenues in financial system.
• Follow-up with customers on returned checks.
• Prepare and track accounts receivable invoices.
• Audit utility bills and utility usage, document and distribute expenses accordingly.
• Assist with purchasing, processing requisitions and purchase orders.
• Assign account codes as necessary.
• Assist with preparation and distribution of accounts payable checks.

Additional Responsibilities may Include:
• Makes complex mathematical calculations and verifies computations.
• Prepare financial summary reports for various programs.
• Provide information to other agencies, district employees, and other pertaining to financial record matters, issues, and concerns.
• Train users on District’s financial software.
• Reconcile monthly with Bank and Park County treasurer’s report on all fund and investments for cash reconciliation report.
• Assist with state reimbursement requests and grant reporting.
• Assist with payroll clerk duties as needed.
• Assist in month end closing, year-end closing, and annual audit.
• Assist with budget preparation.
• Any additional duties as requested.