



Central Office - Five Town CSD and MSAD 28

Accounting Specialist Full Time with Benefits Immediate Opening

Position Summary

The Accounting Specialist is a full-time, year-round position in the Central Office of Five Town CSD and MSAD 28, reporting directly to the Business Manager. This position provides daily accounting functions necessary to maintain a general ledger in accordance with GAAP and audit recommendations. This includes responsibility for matching, batching and coding invoices, resolving A/P issues, updating and reconciling sub ledger to the G/L, and processing checks and expense reports. This position also provides financial data support to the Business Office and School Boards.

Key Responsibilities

- Keeps a systematic and accurate accounting of all payables and purchase orders, including processing invoices and payments in a timely manner.
- Obtains appropriate authorizations, backup, and account codes for all invoices. Inputs invoices into the financial accounting software and maintains retrievable records of all payments.
- Reviews and reconciles outstanding purchase orders for accuracy.
- Provides customer service to district employees regarding vendors or bill payments.
- Prepares 1099s at year end and maintains W-9s for all 1099 eligible vendors.
- Prepares Accounts Payable warrant by approved procedures on a regular basis.
- Processes Accounts Receivable and prepares Cash Transactions for Business Manager approval.
- Processes professional development applications, expenses, and associated leave requests, including registering the employee for conferences, etc.
- Provides general accounting support to Central Office, Administrators, and school Administrative Assistants when needed.

Qualifications/Skills

- Excellent skills in the following areas: interpersonal, computer (Microsoft Office suite and Google applications a must), communication, analytic.
- Knowledge of general office procedures.
- Experience working in a school system Business Office preferred
- Experience with Tyler Tech ERP Pro software package preferred

Requirements

- Background check, including fingerprinting
- Maine Department of Education CHRC Approval
- Successful experience in accounts payable
- Associates Degree in Accounting / Business Administration or related field OR 5 years experience in financial administration

Pay and Benefits

- Pay starts at \$27.00 per hour with possibility of increase base on experience
- Health Insurance (including Vision)
- Dental Insurance, 100% Employee Paid
- 20 Days of Paid Time Off
- 13 Paid Holidays
- FSA
- Eligible to contribute to a 403(b) retirement plan

About Five Town Community School District and MSAD #28

Five Town CSD and MSAD #28 are two integrally connected innovative school districts that pride themselves on nurturing an incredible array of opportunities for their 1400 students, top salaries for their employees, excellent health insurance and a great working environment.

As a district, we are committed to equity, excellence, the environment, and forward thinking. Our goal is to foster intellectual and creative excellence while building strong character. We highly value our sense of place and surroundings which boast mountains, lakes, rivers, a ski hill, and the ocean.

How to Apply

Please apply on-line at www.fivetowns.net/jobs

Application Deadline: When a suitable candidate is found

Five Town CSD
22 Knowlton Street
Camden, ME 04843
Phone: (207)236-3358
Fax: (207)236-7810

EOE

Please Note: Only complete and submitted Applitrack Applications will be reviewed for interview consideration. A complete application must consist of the Applitrack Application, cover letter & resume, copy of transcripts & certification (when applicable) and three current letters of recommendation.