



# CUMBERLAND COUNTY SCHOOLS

## JOB VACANCY ANNOUNCEMENT

**DATE: June 15, 2017**

<b>POSITION TITLE</b>	<b>EMPLOYMENT STATUS</b>	<b>MONTHLY SALARY</b>
<b>BOOKKEEPER IV</b>	<b>FULL-TIME 12 MONTHS</b>	<b>\$2,177.00 - \$2,748.00</b>

<b>LOCATION</b>	<b>FLSA STATUS</b>	<b>CLOSING DATE</b>	<b>JOB NUMBER</b>
<b>CUMBERLAND MILLS ELEMENTARY SCHOOL</b>	<b>NON-EXEMPT</b>	<b>JUNE 22, 2017</b>	<b>130</b>

### **QUALIFICATIONS**

An associate degree in accounting or a bachelor's degree in accounting or business, or completion of an approved bookkeeper certification program, or a combination of education and experience. Extensive experience in the fiscal management of school personnel, material, supplies and staff development. Proficient in Word, Excel and accessing mainframe data. Knowledge of fiscal regulations and procedures preferred. Must possess excellent bookkeeping skills and effective communication skills. Successful completion of a bookkeeper skills test administered by the Finance office.

### **CONDITIONS OF EMPLOYMENT**

Must possess a valid North Carolina driver's license. Background check with local and state law enforcement agencies required. Applicant must be able to obtain a Commercial Driver's License (CDL) when requested.

### **HOW TO APPLY**

1. Submit a NC State online application for classified personnel and apply it to this announced vacancy at, [People Admin](#).
2. Submit a letter of interest, a resume, and a background form to the Human Resources office by 5:00 pm on the closing date of the announced vacancy. Please specify job number on letter of interest and [Background Form](#).
3. Documents can be mailed to: Human Resources, Cumberland County Schools, PO BOX 2357, Fayetteville, NC 28302, dropped off at Human Resources, Cumberland County Schools, 2465 Gillespie Street, Fayetteville, NC 28306 or faxed to: (910) 678-2344. Emails will not be accepted.
4. Applicants not following the above procedures will not be considered for employment.

### **POSITION DESCRIPTION AND DUTIES**

Maintains a complete and systematic set of records of all financial transactions of the individual school funds. Receipts all money collected at the school and monitors compliance with proper receipting procedures by the staff. Prepares all bank deposits and delivers deposits to the bank. Maintains an accurate and complete checking account register and reconciles the account monthly to the bank statement and the monthly financial reports. Prepares all monthly financial reports and submits to the Business Operations Office. Performs all necessary year-end close out procedures and packages the financial records for the year-end annual audit. Performs all other necessary accounting procedures to ensure that the individual school funds are collected and disbursed in accordance with Cumberland County School Board policies and in compliance with all applicable State laws. Performs all accounting functions related to the school's ten month, twelve month, and bus payrolls. Processes and transmits payroll information in compliance with guidelines outlined by the Central Payroll Office. Performs all other duties and accepts responsibilities as assigned.

### **PHYSICAL REQUIREMENTS**

Must be able to communicate orally and in writing with parents, staff, and community leaders. Must be able to physically perform the basic life operational functions of finger dexterity, kneeling, sitting, walking, stooping, reaching, lifting, pushing, pulling, talking, seeing, hearing, and repetitive motion.

**THE CUMBERLAND COUNTY SCHOOL SYSTEM HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.**

***AN EQUAL OPPORTUNITY EMPLOYER***