

POSITION	Accounting Specialist
LOCATION	Butler Tech Central Office
GENERAL DESCRIPTION	<p>The Accounting Specialist serves as the Treasurer’s representative and assists in the general management and monitoring of the district’s financial programs.</p> <p>This position’s primary responsibility is the review of district purchasing card usage for compliance with state guidelines, board policy, and district directives.</p> <p>The Accounting Specialist team is also responsible for processing accounts receivable and/or accounts payable; and administering customer service accounts, student fee accounts, student activity accounts, and other accounts as necessary. This position will cross train to serve as a back-up for those functions on an as needed basis.</p>
QUALIFICATIONS:	To be qualified for this position, applicants must possess:
	<ul style="list-style-type: none">• High school diploma;• Associate degree or higher in Accounting or Business area preferred;• Prior school district finance office experience preferred;• Demonstrated ability to perform general duties of the Treasurer's office;• Knowledge of accounting principles;• Working knowledge of Ohio Department of Education Uniform School Accounting System Redesign software (USAS-R) preferred;• Computer expertise appropriate to the position;• Willingness/ability to work as a team member;• Extremely detail oriented;• Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;• Valid driver's license;• History of strong work record, including good job attendance; and• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.
STARTING DATE	As Soon as Possible
SALARY	\$51,744 – 73,592 with placement based on education and experience
BENEFITS	Includes medical, dental, vision, life insurance; tuition reimbursement
WORK YEAR	260 days/year, 8 hours/day
DEADLINE	Until Filled
APPLY TO	Butler Tech Careers