

Go to the "Exams" tab to apply for the "Account Clerk-Typist/Finance Clerk I" exam

PLEASE POST

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL
Clifton Springs, NY 14432

December 11, 2020

VACANCY NOTICE

Salary: Per Negotiated Agreement

Account Clerk/Typist, 12- month Business Office

Qualifications:

1. High School Diploma or GED
2. Name must be on Civil Service approved Account Clerk/Typist list
3. Excellent customer service skills
4. Strong ability to work in a collaborative environment
5. Extensive knowledge of Microsoft Word & Excel
6. Experience in basic bookkeeping methods

Responsibilities include:

- All facets of data entry into Nvision.
- Provides clerical assistance to the Business Administrator.
- Assists with the preparation of civil service documents and job postings.
- Assists with new hire paperwork processing.
- Prepares routine correspondence.
- Processing purchase orders.
- Cash management, invoicing and receiving payments.
- Assisting in other aspects of business operations as needed.
- Answers phones and greet visitors.
- Other duties as assigned.

Interested applicants for this position are asked to apply on line by January 5th at <http://phelpscliftonsprings.recruitfront.com/JobOpportunities>

Questions can be directed to:

Tracy Marshall, Business Administrator
Email: tmarschall@midlakes.org

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Michelle Robinette, compliance officer/coordinator, at plarche@midlakes.org. Ms. Robinette can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).