



# MIDLAKES DISTRICT OFFICE

**PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT**

1490 State Route 488 Clifton Springs, NY 14432

## ANTICIPATED VACANCY - JOB POSTING

**POSTING DATE:** May 28, 2021

**POSITION:** 0.6 FTE Clerical Food Service Department

**SALARY:** Per Contract

**TO SUBMIT APPLICATION:** EXAMS heading / ACCOUNT CLERK-TYPIST/FINANCE CLERK I exam.

### CLASSIFICATION REQUIREMENTS:

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

### GENERAL JOB DESCRIPTION:

- Provides clerical assistance to the Director of Food Services.
- Processing purchase orders.
- Processes vendor invoices.
- Completes and processes payroll.
- Monthly POS system maintenance and filing.
- Monthly accounting of food service receipts and meals.
- Other duties as assigned.

### APPLICATION PROCEDURE:

Apply online on the Ontario County Civil Service Employment Portal:  
<https://ontario-portal.mycivilservice.com/jobopps>

Application Deadline: June 12, 2021

**TO SUBMIT APPLICATION:** EXAMS heading / ACCOUNT CLERK-TYPIST/FINANCE CLERK exam.

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: Michele Robinette, compliance officer/coordinator, at [mrobinette@midlakes.org](mailto:mrobinette@midlakes.org). Mrs. 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).