

Fairfield Public Schools

Fairfield, Connecticut

Notice of Available Position

- POSITION:** Accounting Coordinator
- RESPONSIBLE TO:** Director of Finance and Business Services
- JOB DESCRIPTION:** The Accounting Coordinator performs accounting, auditing and supervisory work to maintain the accuracy and timely reporting in all financial areas of the district. Serves as the principal liaison for Town, State and Federal fiscal matters and submits required reports to the respective agencies.
- QUALIFICATIONS:** Bachelor's degree in accounting or equivalent bookkeeping experience. Extensive experience with financial accounting systems and excellent computer skills required. Minimum 5 (five) years general ledger or accounting/bookkeeping experience. School finance preferred. Must have a thorough working knowledge of Microsoft Word and Excel. Ability to work independently; possess good organizational skills. Incumbent must be able to keep confidential matters relating to personnel, students, administration and all other data as found in a school district.
- SALARY:** Commensurate with experience. 40 hours per week– 12 month position.
- FILING DATE:** Immediately.
- CREDENTIALS REQUIRED:** Forward letter of interest and resume to the Human Resources Department.

Ann Leffert
Director of Human Resources
501 Kings Highway East, Suite 210
Fairfield, CT 06824 X-8462

Applicants will be required to complete performance assessment.