

EMPLOYMENT NOTICE

May 16, 2024

STAFF VACANCY: Student Services Accounting Technician

PURPOSE STATEMENT:

Under the direction of the Director of Student Services, the Student Services Accounting Technician supports the planning, directing and integrating of the federal, state and other grant financial processes of the Great Falls Public Schools (GFPS) to ensure that GFPS derives maximum educational dividends from prudent management of federal, state and other grant funds. The Student Services Accounting Technician assists in planning, organizing, coordinating, managing, presenting and implementing activities related to the District's federal/grant budget, assets, accounting, payroll, and purchasing functions.

REQUIRED KNOWLEDGE OF:

- a. A good understanding of Microsoft Excel, Microsoft Word, and ability to produce formulas inside these programs.
- b. Operations, services and activities of a comprehensive school district student services program
- c. Special education accounting policies and procedures
- d. Title I accounting policies and procedures
- e. State and federal grant procedures
- f. Grant accounting and purchasing procedures
- g. Bookkeeping procedures
- h. Modern office procedures, methods and equipment, including computers
- i. Data management software programs

REQUIRED ABILITY TO:

- a. Work independently with minimum supervision; organize and prioritize oneself and others
- b. Attend to detail and follow tasks through to completion
- c. Work effectively under pressure and handle stressful situations appropriately
- d. Establish and maintain effective working relationships with all stakeholders and outside agencies
- e. Maintain accurate accounting records; reconcile account balances
- f. Prepare detailed documents, memorandums, reports, and correspondence
- g. Communicate clearly and concisely in both oral and written form
- h. Maintain confidentiality when appropriate
- i. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- j. Interpret laws, rules, regulations and policies related to student services
- k. Prepare clear and concise administrative and financial reports
- l. Operate a computer and modern software standard to the position
- m. Provide information and assistance to parents, the general public and staff members in a helpful, courteous, positive and timely manner
- n. Understand and follow oral and written instructions

EDUCATION/ High school graduation or equivalent required.

EXPERIENCE: Advanced technical training or degree in accounting/bookkeeping preferred. General accounting background and three years of experience in budget maintenance and accounting required.

Job related experience with increasing levels of responsibility desired.

Knowledge of school district programs preferred.

EMPLOYMENT: 12 Months, 8 Hours per Day

SALARY: \$25.58/hr.-\$26.50/hr. depending on qualifications and experience

CLOSING DATE: Open Until Filled

A current GFPS Classified application, cover letter, resume, transcripts of all education credits to date (if applicable) and three (3) letters of recommendation must be received in the A Frontline Application must be received in the Frontline Application program (available at www.gfps.k12.mt.us) by the closing date.

Applicants may also submit samples of their own work that exemplify the responsibilities and requirements of this position.