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*Challenging young minds to soar.*

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Phyllis Yates, *Superintendent* • C.B. Jones, Jr., *Chairman* • Dr. Lee Beckworth, *Vice Chairman* • Dianne Eldreth • Polly Jones • Keith McClure

## VACANCY ANNOUNCEMENT

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### ACCOUNTING SPECIALIST CENTRAL SUPPORT SERVICES *January 2, 2020*

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REPORTS TO:	Finance Officer
POSITION AVAILABLE:	March 1, 2020
TERM OF EMPLOYMENT:	12-month position
FLSA:	Non-Exempt
QUALIFICATIONS:	Must hold an Associate Degree in Accounting or Business Administration; Bachelor's Degree in Accounting or Business Administration preferred
ESSENTIAL DUTIES:	Duties may include but are not limited to: Accounts payable, payroll, and general office support duties. Maintain accounting records in conformance with laws, rules and regulations. Perform professional accounting and auditing functions to promote overall efficiency of the school system's fiscal operations. Perform mathematical computations accurately and with speed. Monitor departmental expenditures and conduct analytical studies of financial information. Set up and/or maintain files or storage of a large and varied number of subjects. Answer incoming phone lines and establish needs of callers in order to refer them to the appropriate staff person for service. Greet and assist visitors. Understand the confidential nature of working in an educational setting.
APPLICATION CLOSING DEADLINE:	January 23, 2020
APPLICATION PROCESS:	Employees of Ashe County Schools may apply by submitting a letter of interest.  Selected candidates will be contacted to schedule an interview.
SUBMIT LETTER OF INTEREST TO:	Marcia C. Elledge Assistant Director of Human Resources Ashe County Schools PO Box 604 Jefferson, NC 28640  Questions may be directed to Marcia Elledge, or Roy Putman at (336) 246-7175