



MONROE
CITY SCHOOLS

Apply
today!

ACCOUNTS PAYABLE/ PURCHASING CLERK

Required Qualifications:

- High school diploma
- Minimum two (2) years experience in accounting, bookkeeping, or related field
- Proficiency in accounting software and Microsoft Excel
- Strong keyboarding skills
- Ability to multi-task in a fast-paced environment

Job duties include, but not limited to:

- Managing and processing district bills and invoices
- Ensuring timely payments to vendors
- Verifying invoice accuracy
- Assisting with reconciliation of accounts
- Maintaining accurate financial records
- Providing support in processing and expediting purchase orders and performing a variety of duties in support of the purchasing function
- Preparing reports and maintaining accurate records related to supplies, materials and equipment purchased by the district

DEADLINE:
APRIL 25

To apply, please email your resume with at least three references to the Accounts Payable/Purchasing Manager, James Kelley.
james.kelley@mcschools.net
Submit resumes by email only.

12 month
classified

EOE