

OUT OF DISTRICT POSITION ADVERTISEMENT: CLASSIFIED

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Position ACCOUNTING CLERK I OR II

Department / Site BUSINESS OFFICE ACCOUNTS PAYABLE DEPT.

Qualifications

High school diploma or equivalent required.
Ability to live and work in a cross-cultural, rural Alaskan environment.
Must pass a criminal background check.

Accounting Clerk I:

High School or GED. Ability to perform basic clerical functions. Ability to type a minimum of 30 words per minutes. Ability to operate basic office machines/computers. Ability to live and work in a cross-cultural Alaskan environment.

Accounting Clerk II:

High School Diploma or GED Minimum of two years of successful experience in an accounting position or equivalent. Ability to type a minimum of 35 words per minute. Ability to use 10 key calculators by touch. Ability to operate electronic data processing equipment. ability to perform basic clerical functions. Successful completion of post secondary school accounting class work equivalent to a one semester of college accounting course. Ability to live and work in a cross-cultural, rural Alaskan environment. Ability to successfully execute the duties described.

Terms of Employment Permanent 37.5 hrs/wk, 258 days/yr

Salary Accounting Clerk I: Range 9/P \$21.10 hourly
Accounting Clerk II: Range 11/P \$23.10 hourly

Closing Date

Applications may be requested from: LKSD/Personnel Department, PO Box 305, Bethel, Ak 99559 (907) 543-4886 and FAX (907) 543-4900. Download an Application at www.lksd.org. The Lower Kuskokwim School District is an EEO, Affirmative Action Employer.

If you are applying for a position that requires typing skills, we must have a typing test on file before 3:00pm on the closing date.

7/24/2018