



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

ACCOUNTING SPECIALIST JOB NUMBER 3267

QUALIFICATIONS:

1. High School Diploma or GED required.
2. Possess basic accounting skills, with a minimum of two (2) years' experience in a business office environment preferred.
3. Ability to use personal computer and software to develop spreadsheets, databases and do word processing.
4. Proficient in the use of calculator (10-key by touch) and office machines.
5. Effective interpersonal, communication and organizational skills.
6. Competency in CFISD proficiency test. (Score **85** or above and a minimum of **50** wpm typing skills).

LENGTH OF EMPLOYMENT: 250 days

SALARY: Clerical/Technical 45 - \$30,245 (minimum)

ESSENTIAL FUNCTIONS:

1. Perform data entry to establish journal entries and correct coding errors.
2. Prepare journal entries to transfer funds between accounts.
3. Assist with implementation and administration of electronic purchase order training.
4. Enter and update vendor data in financial accounting system.
5. Liaison with schools and departments involving petty cash and purchase order approval.
6. Distribute forms and supplies to campuses and departments.
7. Prepare correspondence and other documents using personal computer.
8. Receive incoming calls, answer questions and direct calls to the proper party.
9. Research school and department inquiries and account reconciliation problems.
10. Greet and assist department office visitors.
11. Keep informed of and comply with state and district policies and regulations concerning primary job functions.
12. Perform other duties as assigned by supervisor.

REQUIREMENT: After submitting an application, **ALL** applicants must **register online** for the proficiency test and bring educational credentials the day of testing. To register, click on [Apply Online](#) below and go to Steps 5 & 6.

INTERESTED PERSONS MAY CONTACT:

Human Resources
10300 Jones Rd. Rm. 229
Houston, TX 77065
Phone: 281-897-4189
Fax: 281-517-2106
Email: annette.escobar@cfisd.net
[Apply Online](#)
Category: 09-10 Paraprofessional

A handwritten signature in black ink, appearing to be 'J.H.'.

DEADLINE TO APPLY: December 3, 2009 or Until Filled

Posted 11/17/09