**PASS CHRISTIAN SCHOOL DISTRICT**

6457 Kiln-DeLisle Road

Pass Christian, Mississippi 39571

228-255-6200

**VACANCY**

**Accountant/Bookkeeper**

**Description:**

To assist the Chief Financial Officer in all phases of day-to-day district operations, including but not

limited to budgeting, purchasing, administration of payroll including employee insurances and

absentee policies, and internal auditing.

**Qualifications:**

1. Associates degree or higher including a minimum of nine (9) specified semester hours successfully completed in accounting from the following:

* Principles of Accounting
* Intermediate Accounting
* Advanced Accounting
* Governmental Accounting
* Managerial Accounting, or
* Auditing

2. Proficient in software such as Microsoft Word, Excel, and Publisher, and

3. Three to five years of experience in accounting.

**Required Endorsement(s):** None

**Reports to:**

Chief Financial Officer and/or Superintendent

**Deadline for Receipt of Application:** Until filled

After review of applications, based on qualifications, selected candidates will be contacted for an interview.

**PASS CHRISTIAN PUBLIC SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, RELIGION, COLOR, NATIONAL ORIGIN, AGE, OR DISABILITY.**

**(Title VI: 34 CFR 100.3(c), Title IX: 34 CFR 106.51 and 106.60, Section 504: 34 CFR 10: 34 CFR 104)**