**PASS CHRISTIAN SCHOOL DISTRICT**

6457 Kiln-DeLisle Road

Pass Christian, Mississippi 39571

228-255-6200

**VACANCY**

**OTHER BUSINESS OFFICE STAFF**

**(Accounts Payable/Inventory Specialist)**

**Description:**

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

limited to, the prompt and accurate handling of all business, insurance functions, and fixed assets.

**Qualifications:**

1. Associates degree, related experience, and/or equivalent number of semester hours in Accounting or other business related field,

2. Three to five years of experience in accounting, and

3. Other qualifications as identified by the Chief Financial Officer.

**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)**