



Position Description: Accounts Payable

Location: Central Office

Reports to: Director of Finance and Operations

Salary and terms of Employment:

Anticipated Start Date: Upon Hire

12-Month Position

Daily Schedule: 8:30-4:00 P.M.

Range - \$29-31 per hour

Preferred Qualifications:

- Bachelor's degree in accounting, business, or a related field preferred.
- Experience in accounts payable, bookkeeping, or general accounting required; experience in a public school or municipal environment preferred.
- Proficiency in accounting software and Microsoft Office applications, particularly Excel.
- Strong organizational, mathematical, and analytical skills.
- Ability to maintain confidentiality and handle sensitive financial information with discretion.
- Strong interpersonal and communication skills; ability to interact professionally with staff, vendors, and the public.
- Knowledge of governmental accounting principles and state financial reporting procedures preferred.

Job Description

Interested candidates should submit a completed application at:

<https://www.applitrack.com/montvilleschools/onlineapp/default.aspx>

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