



KANNAPOLIS CITY SCHOOLS

100 Denver Street
Kannapolis, North Carolina 28023
(704) 938-1131
www.kcs.k12.nc.us

POSITION

FINANCE ASSISTANT

APPLICATION DEADLINE

Screening will begin with the applications that are on file, but acceptance and review of materials will continue until the position is filled.

QUALIFICATIONS

Associate's or Bachelor's degree (preferred) in Accounting, Finance, Business Administration, or a related field.

Five or more years of experience in finance, payroll, accounting, or related administrative work.

Experience with finance and/or payroll processing systems.

Experience working in a school district is preferred.

SALARY & BENEFITS

Twelve-month, full-time position
Full State Benefits Package

REPORTS TO

Finance Officer

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Key local utilities (Duke, Dominion, Windstream, City of Kannapolis, Spectrum, etc.)
- Distribute mail received from Front Desk; secure checks in the safe until deposited
- Key all invoices for payment (State, Federal, Local, and Head Start)
- Research & Resolve issues regarding purchase orders & invoices
- Maintain an accurate file for all accounts payable documentation (requisitions, purchase orders, invoices, & back-up documentation)
- Process all district mileage reimbursements and make sure proper forms and signatures are obtained as required by auditors
- Reconcile outstanding purchase order report
- Send approved POs to vendors and schools/departments
- Recording and tracking Fixed Assets
- Assisting Operations and Transportation with orders and requisitions/POs
- Monitor and handle emails in Accounts Payable email address

- Complete other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Basic knowledge of bookkeeping and financial principles.
- Proficiency in spreadsheets and office software.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality with sensitive financial information.
- Strong organizational and communication skills.
- Experience with state and federal payroll regulations.
- Experience handling purchase orders, invoices, or financial reporting.
- Ability to learn new financial software and processes quickly.

PHYSICAL REQUIREMENTS

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

APPLICATION PROCEDURE

Whether you are a new applicant, a former applicant, or a current employee, please be sure that Human Resources has an up-to-date and complete application online. All applications will be reviewed and qualified finalists may be called for an interview. To complete an application, please visit:
<https://www.applitrack.com/kannapolis/onlineapp/>