



## NOTICE OF VACANCY

**POSTING DATE:** October 9, 2025

**POSITION ID:** 25-ESP-56

**POSITION:** Bookkeeper, Finance

**LOCATION:** Business Office- Administration Building

**SALARY:** Level IA, Step 3.0 Per ESP Agreement  
40 Hours/Week, 12 Month Calendar  
Starting hourly rate: \$21.80 (Level IA, Step 3.0)

**START DATE:** November 3, 2025

**DEADLINE TO APPLY:** **October 17, 2025**

The successful candidate will be joining an award winning business office department in the Farmington Public Schools. The Finance Bookkeeper position includes a great on-site working environment alongside the payroll department and Finance Director and eligibility for full time benefits. Candidates with a passion for accounting and reconciliation, ability to work well with others, and work history connected to accounts payable are encouraged to apply.

### **QUALIFICATIONS:**

#### **Minimum Qualifications**

- Demonstrated knowledge and application of accounting principles (required).
- Experience and aptitude in the use of computerized software systems, including Google Suite and Microsoft Office.
- Ability to develop effective working relationships with staff throughout the district.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Ability to pass a basic bookkeeping assessment prior to hire.

#### **Preferred Qualifications**

- Bachelor's Degree in Accounting or related field.
- Minimum of three years bookkeeping experience.
- Experience with Business+ software.

### **DUTIES AND RESPONSIBILITIES:**

- Reconciles bank accounts and credit card deposit activity.
- Prepares journal entries in the general ledger and reviews for accuracy.
- Prepares quarterly and annual Medicaid Outreach reports.
- Reconciles accounts in the general ledger.
- Prepares Board Reports consisting of monthly summary of expenditures and ACH transactions.
- Reconciles Property Tax distribution, monthly and annual write-off.

- Works with District funds including transfers, wires, ACH, payroll and sales tax payments, e-funds or other payment processing companies.
- Uploads weekly positive pay reports to the bank and investigates discrepancies.
- Assists Manager of Purchasing and Accounting with P.O. distribution and shipping/returns.
- Reconciles third party sub provider data on a bi-weekly basis.
- Processes high volume workload with high level of accuracy under specific deadlines.
- Ability to learn and understand account code structure and apply that knowledge in daily duties and responsibilities to review transactions for accuracy.
- Supports and trains building secretarial staff as needed.
- Other duties as assigned.

**BOARD OF EDUCATION EXPECTATIONS FOR ALL FPS EMPLOYEES:**

To ensure work/choices contribute to the Learner Profile and District Goals, as demonstrated by:

- a. Ability to create a collaborative culture through providing a safe environment for employees to take risks, work independently and interdependently and to value all perspectives.
- b. Ability to establish productive relationships which will support and leave people better off through engagement in courageous conversations and empathetic interactions in order to make choices that build trust and understanding.
- c. Ability to establish an environment of continuous improvement that will provide data/feedback and reflection that will assist in identifying and solving problems in an innovative manner.
- d. Ability to establish an environment for cultural improvement by demonstrating honesty with self and others through equity, not just equality, and seeing and embracing differences as assets.
- e. Ability to know your audience and to tailor communication in a timely, clear and appropriate mode; always seeking to understand.

**METHOD OF APPLICATION:**

Applications are being accepted online only, a basic resume must be attached. To apply for this position, choose [Employment](#) on [Farmington Public Schools](#) banner. For questions regarding this position contact [Gazell Watkins](#) at 248-489-3355.

First round of in-person interviews will be held during the week of October 20, 2025.

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It is the policy of Farmington Public Schools that no person shall, on the basis of race, creed, color, national origin, sex, age, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or in any of its programs or activities.

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