



Accounting / Accounts Receivable - District Office

Apply Online

Category: **Secretarial and Office Personnel/Accounts Receivable**

Date Posted: **6/18/2025**

Location: **Great Oaks Career Campuses**

Date Closing: **07/02/2025**

General Description:

Performs all duties necessary to the efficient operation of the Treasurer's Office department by performing the following duties.

Qualifications:

High school diploma or general education degree (GED). Two years related experience and/or training or equivalent combination of education and experience preferred.

Essential Duties and Responsibilities:

- Supports and enforces Board policies and administrative procedures.
- Receives and greets staff, parents, and visitors courteously and assists them accordingly.
- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable
- Creates invoices according to company practices & submits invoices to customers
- Process employee reimbursements
- Collaborate with Career Tech Student Organizations (CTSO) advisors
- Title IV Liaison
- Assistant in monitoring the use of district credit cards
- Assists with the completion of assigned projects/tasks.
- Maintains a high level of ethical behavior and confidentiality of information.
- Maintains office equipment such as copy machines, fax machines, and printers.
- Maintains up-to-date knowledge of technology utilized by the district.
- Manages time-sensitive projects.
- Maintains data involving financial & payroll
- Prepares reports
- Assumes decision-making responsibilities within the realm of the position.
- Handles information in a confidential, routine, legal, and statistical nature.
- Other duties as assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Hours: 7:30 a.m. - 4:00 p.m. Monday - Friday

Availability Of Position: Immediately (Exact date to be determined)

Minimum Salary: \$47,490 - **Minimum Salary**

Placement on the salary schedule is commensurate with educational preparation and work experience. 230 - Day Contract

Application Procedure: Apply online at www.greatoaks.com

Application Deadline: July 2, 2025 or until position is filled.

Equal Opportunity: All Great Oaks Career Campuses educational activities, employment practices, programs and services are offered without regard to race, color, national origin, gender, age, or disability.