

SCHOOL DISTRICT OF THE CITY OF SAGINAW
HUMAN RESOURCES DEPARTMENT

Posting Dates:

From: January 5, 2012

To: Until Filled

Part-Time Accounts Payable Clerk

(Unpaid Internship)

General Summary: The Accounts Payable Clerk is responsible for assisting the Accounts Payable Specialist with processing payments and filing invoices.

Job Duties and Responsibilities:

- Assist with the review, verification and reconciliation of invoices and statements
- Assist with posting payments to the general ledger
- Assist with entering payments into the District accounting system for payment
- Assist with filing invoices
- Perform other duties as assigned

Qualifications:

- Responsible high school student looking to pursue an accounting related field
- College student pursuing a Bachelor's Degree in Accounting, Finance, Business Administration or related field

For Further Information Contact:

Ms. Tamara Johnson, Executive Director of Fiscal Services

(989) 399-6522

Method of Application:

Applicants must submit an original letter of interest, resume, and proof of credentials (unofficial transcripts) to:

Dr. Kelley A. Peatross
Assistant Superintendent for
Human Resources, Labor Relations
EEO & Support Services
550 Millard St.
Saginaw, MI 48607

Deadline for Application:

In order for an applicant to be considered, all required documents as noted above under "Method of Application" must be received.

Saginaw Public Schools is an Equal Opportunity Employer. It is our policy not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs.