

ACCOUNT TECHNICIAN

Under the direction of the Business Manager, the Account Technician performs a variety of complex and technical accounting duties in support of categorical or assigned program accounts and functions requiring independent judgment. The Account Technician must be knowledgeable of financial procedures in support of an assigned district function such as payroll, categorical funds, accounts payable, accounts receivable, or budget control; and performs a variety of tasks relative to assigned areas of responsibility. A High School Diploma supplemented by college-level course work in accounting or related field and three years general accounting experience and any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed below.

Application Packet must include:

1. Completed Cold Spring School District classified employment application.
2. Cover Letter.
3. Current Resume.
4. Three current letters of reference from California public school professionals.

Deadline to apply: Friday, June 23, 2017 at 4:00 pm

Employment Type: Full Time

Salary Range: \$3,639.73 to \$4,645.32, steps A-F, negotiable based on experience, monthly salary placement.

Benefits: Position is eligible for employer contribution toward health benefit premiums.

Other: Resume not accepted in lieu of application.

Freedom of Tuberculosis and fingerprint clearance are required before employment.

Questions: Please contact Coral Godlis at cgodlis@coldspringschool.net

Submit completed application materials to Coral Godlis, at
cgodlis@coldspringschool.net

Or, drop off at: Cold Spring School District Office
2243 Sycamore Canyon Road
Santa Barbara, CA 93108

Office hours 8 am – 4:30 pm Monday - Friday