

OCEAN SPRINGS SCHOOL DISTRICT MIDDLE SCHOOL

ANNOUNCEMENT OF POSITION OPENING

Any qualified persons are encouraged to apply online at the Ocean Springs School District website: www.ossdms.org and by e-mailing your request to Mrs. Adelle Register, Principal, aregister@ossdms.org

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**POSITION: BOOKKEEPER**

**POSITION AVAILABLE:** IMMEDIATELY

### **QUALIFICATIONS:**

- High School Diploma or greater;
- Two years of successful work experience as a bookkeeper;
- Experience in bookkeeping and accounting;
- Skilled in the use of computer software to perform word processing;
- Competent in office operations to include typing, filing, record keeping, and office equipment operations;
- Strong written and oral communication skills;
- Ability to work well with teachers and young adults;
- Other requirements as outlined by the Chief Financial Officer, School Board and by Administration
- Good physical condition with ability to lift 10 pounds.

### **RESPONSIBILITIES:**

General Office Management  
Maintaining accurate credit/debit balance sheets for all accounts  
Processing all requisitions, making deposits and paying bills  
All other duties as assigned by School Principal

### **SALARY:**

Commensurate with the Ocean Springs salary schedule for classified positions for the 2018-2019 school year.

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Any person desiring to transfer within the system must adhere to School Board Policy GBE.

The Ocean Springs School District employs qualified applicants without regard to race, religion, color, sex, national origin, age, marital or veteran status, or the presence of non-related medical condition or handicap.