



NOTICE OF VACANCY

POSTING DATE: March 10, 2026

POSITION ID: 25-ESP-87

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 range: \$21.80-22.57

START DATE: April 6, 2026

DEADLINE TO APPLY: **March 17, 2026 or Until Filled**

The Finance Bookkeeper will join the award-winning Business Office team at Farmington Public Schools, working in a collaborative, on-site environment alongside the Payroll Department and Finance Director.

This position offers excellent benefits and is ideal for someone who values accuracy, teamwork, and detailed accounting work, with experience in accounts payable and the ability to manage high-volume deadlines.

QUALIFICATIONS:

Minimum Qualifications

- Demonstrated knowledge and application of accounting principles.
- Experience using computerized software systems, including Google Suite and Microsoft Office.
- Ability to build effective working relationships with staff across the district.
- Clear and professional written and verbal communication skills.
- Ability to work in compliance with district requirements and Board of Education policies.
- Ability to successfully pass a basic bookkeeping assessment prior to hire.

Preferred Qualifications

- Bachelor's degree in Accounting or a related field.
- Minimum of three (3) years of bookkeeping experience.
- Experience with BusinessPlus software.

DUTIES AND RESPONSIBILITIES:

- Reconcile bank accounts and credit card deposit activity.
- Prepare and review general ledger journal entries for accuracy.
- Reconcile general ledger accounts.
- Prepare quarterly and annual Medicaid Outreach reports.
- Prepare Board reports, including monthly expenditure summaries and ACH transactions.
- Reconcile property tax distributions and perform monthly and annual write-offs.
- Reviews and processes employee reimbursements bi-weekly.
- Process and manage district funds, including transfers, wires, ACH, payroll, sales tax payments, and e-funds.
- Upload weekly positive pay reports and investigate discrepancies.
- Assist the Manager of Purchasing and Accounting with purchase order distribution, shipping, and returns.
- Reconcile third-party sub-provider data on a bi-weekly basis.
- Manage a high-volume workload while meeting strict deadlines with a high level of accuracy.
- Learn and apply account code structures to review transactions for accuracy.
- Support and train building secretarial staff as needed.
- Perform other duties as assigned.

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.

The first round of interviews includes a Spark Hire video interview. If selected, you will receive an email and text message inviting you to participate in the video interview.

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.

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.
