

FREMONT COUNTY SCHOOL DISTRICT ONE
Lander, Wyoming
An Equal Opportunity Employer
VACANCY ANNOUNCEMENT
February 17, 2021

POSITION: Accounts Payable/Grants Manager

LOCATION: District Administration

SCHEDULE: Full-time, 12-month position

SALARY: \$18.76/hr. minimum with full benefits

START DATE: As soon as possible

APPLY BY: March 3, 2021

DESCRIPTION: The job of Accounts Payable/Grants Manager is done for the purpose/s of providing support to the educational process with specific responsibility for ensuring efficient management of the District's purchasing department; executing District purchasing activities in compliance with established requirements; managing the day-to-day operation of the consolidated and related grants; ensuring the district is in compliance with all federal and state grant requirements; overseeing daily activities; maintaining accurate account balances; assuring the educational community that expenditures focus on the needs of the students; and achieving Department objectives and District mission within budget.

QUALIFICATIONS: A high school diploma or equivalent is required. It is desired that candidates have job related—experience; have knowledge of the accounts payable process; rules, regulations and laws pertaining to the expenditures of Federal dollars; be able to learn how to use the district's accounting software (Software Unlimited) quickly; have a strong background with Microsoft Office applications; have excellent human relations skills; and be able to work effectively as part of a team.

TO APPLY: Visit our website at www.landingschools.org, click on the 'Departments' tab, go to 'Human Resources' and then go to 'Applications'. Follow the instructions for completing the online application.

Phone: 307-332-4711 **E-mail:** cswenson@landingschools.org

Fremont County School District #1 does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, sexual orientation, veteran status, marital status, or disability in admission or access to, or treatment or employment in, its educational programs or activities. FCSD#1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning Title VI, Title IX, ADA, and Section 504 may be referred to the Curriculum Director (who is also the Coordinator for the Office for Civil Rights), Fremont County School District 1, 863 Sweetwater, Lander, WY 82520 or telephone (307)-332-4711; the Wyoming Department of Education, Office for Civil Rights Coordinator, 122 W. 25th Street, Suite E200, Cheyenne, WY 82002-2060, or telephone (307)-777-7222; or Office for Civil Rights, Denver Office: U.S. Department of Education; Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3482; Telephone: 303-844-5695; TDD: 800-877-8339; email: OCR.Denver@ed.gov. This information will be provided in an alternative format upon request.