

**BLACKFOOT SCHOOL DISTRICT NO. 55**  
**270 East Bridge Street**  
**Blackfoot, ID 83221**  
**In Compliance with Inter-School Transfers**

VACANCY NOTICE  
Classified Position

PLEASE POST

Blackfoot School District No. 55 is seeking applicants for the following position:

- POSITION:** Accounts Payable Clerk
- POSITION STATUS:** Full-time - 217-day work calendar. This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause.
- APPLICATION DATES:** January 23, 2023 until filled
- STARTING DATE:** Immediately
- SALARY:** Placement on District No. 55 2022-23 Clerk Salary Schedule
- QUALIFICATIONS:** Must have a high school diploma or its equivalent with at least 3 years' experience and working knowledge at a similar job. Must have a knowledge of principles and practices of accounting with knowledge of accounts payable procedures and their interface with budgets; possess excellent clerical and computer skills including experience with Microsoft applications. The ability to maintain confidentiality is a must.
- JOB DESCRIPTION:** Will be responsible for processing purchase orders, receipting invoices, tracking fixed assets, administering district telephone systems, performing general bookkeeping and clerical duties in a timely manner consistent with state, federal, and district guidelines, and other appropriate duties as assigned by the Superintendent of Schools and/or Business Office Manager.

All candidates must submit the following materials:  
Completed application, resume, copy of high school diploma or its equivalent or transcripts, and letters of recommendation.

All interested candidates should make application to:

Jennifer Hatch, Personnel Clerk  
Blackfoot School District No. 55  
270 East Bridge Street  
Blackfoot ID 83221  
Telephone – (208) 785-8800  
E-mail – personnel@d55.k12.id.us

BLACKFOOT SCHOOL DISTRICT NO. 55 IS AN EQUAL OPPORTUNITY EMPLOYER