

Hanford Elementary School District
Human Resources Department
November 1, 2024

NOTICE OF VACANCY:
SUBSTITUTE ACCOUNT TECHNICIAN III
\$32.14/hourly

ASSIGNMENT: School Year: 2024-2025; On-call as needed; District Office – Fiscal Services Department: 8.0 hours per day. May be assigned to short or long-term assignments. 12 months per year. Typical hours: 7:30 a.m. to 4:30 p.m.

RESPONSIBILITIES: Performs a variety of complex technical accounting and financial record-keeping work involving the processing and maintenance of the District payroll systems, complex accounting transactions, statistical recordkeeping and related functions.

REQUIREMENTS: Twelfth grade education or its equivalent; three (3) years of increasingly responsible experience in financial record-keeping assignments; typing at 40 wpm net; operating a calculator with speed and accuracy.

WORKING CONDITIONS:

Environment: Office environment.

Physical Abilities: Seeing to inspect financial or statistical records; hearing and speaking to communicate with District staff and the public; sitting for extended periods of time; bending, kneeling, and reaching to retrieve and file records; dexterity of hands and fingers to file and operate a computer terminal and other office equipment.

Interested applicants may respond by submitting the following to the Human Resources Department by the **final filing date:**

Interested applicants must apply on [Edjoin.org](https://edjoin.org) and answer the [supplemental questions](#). Applications that are over a year old will not be accepted; a new application must be completed.

A typing test must be completed along with the application and supplemental questions. Call the Human Resources Department at (559) 585-3619 for test information. An Accounting test will be given for those selected for an interview.

For information and application packet, contact:

Hanford Elementary School District
Human Resources Department
714 N. White Street
Hanford, CA 93230
Phone: (559)585-3619
www.hanfordsd.org

FINAL FILING DATE: CONTINUOUS

The Hanford Elementary School District does not discriminate on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation at any district site and/or activity. No person shall be denied employment solely because of any impairment which is unrelated to the ability to perform the essential functions of the position for which application has been made.