

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Announcement of Vacancy 2026-2027 School Year

- Position:** Supervisor of Finance and Accounting– Central Office
Full-Time Calendar Year Position / 40 hours per week
- Qualifications:** Experience in general ledger, bank reconciliations, budgeting and account analysis. Proficient in computerized accounting systems. Bachelor’s Degree in accounting or equivalent experience required.
- Compensation:** Commensurate with experience.
- To Apply:** Go to <https://www.region18.org/district-information/employment> and fill out online application
- Please do not mail, email or deliver application materials. Applications are only accepted online.**
- Date Posted:** October 9, 2026
- Closing Date:** Until Filled

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Job Description

Position Title: Supervisor of Finance and Accounting

Immediate Supervisor: Business Manager

Job Goal: To complete and oversee daily financial data entry and record keeping in strict compliance with local, state, and federal accounting standards.

Qualifications:

- BS in Accounting or equivalent experience.
- Computer skills sufficient to utilize financial accounting program, perform tasks in Excel and Word.
- Ability to take initiative and work independently without instruction from supervisor.
- Cognizance of situations requiring authorization from supervisor.
- Ability to perform complex arithmetic operations.
- Ability to understand and properly utilize a chart of accounts.
- Ability to relate to staff members in a positive and effective manner.
- Ability to accurately process paperwork in accordance with set procedures and labor contract requirements and generally accepted accounting principles.

Responsibilities:

- Maintain fixed asset list.
- Prepare year end rollovers.
- Manage grants and state drawdowns.
- Prepare and journalize bank deposits, enter into automated accounting system.
- Reconcile bank accounts to general ledger.
- Maintain general ledger chart of accounts.
- Prepare statistical reports and analyses as requested by Business Manager.
- Perform calculating, posting and verifying duties in processing financial data for application to an automated accounting system.
- Assist in budget control tasks, including verification of line item accounts, forecasting of expenditures and related analyses.
- Prepare journal entries and budget transfers for accounting records.
- Prepare monthly, quarterly and annual Board of Education, municipal, state and federal reports.

49 Lyme Street, Old Lyme, Connecticut 06371

T: 860-434-7238 F: 860-434-9959 E: neviaseri@region18.org www.region18.org

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- Serve as liaison to auditor.
- Coordinate copiers, banking and telephone access services.
- Investigate account discrepancies
- Respond to inquiries concerning accounting records.
- Report work accomplished to Business Manager.
- Maintain subsidiary accounts as required for fiscal accuracy.

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