

**Coconino County Accommodation School District
Support Specialist**

The Coconino County Accommodation School District is seeking a *Support Specialist* to serve as a part of the *Chief Education Officer's* Leadership Team. While the *Support Specialist* will report directly to the Chief Education Officer, the position will consist of two (2) major responsibilities:

1. District Transition School:

During days when school is in session, this individual will be at the Hal Jensen Recreation Center from 8:30 a.m. to 2:00 p.m. to provide academic support and classroom management assistance for the *T-School* teacher and enrolled students.

Ideal Qualifications:

- Prior experience working with high school students
- Prior experience working with at-risk students
- Prior experience working with students who may have been through the juvenile court system
- A self-starter who requires little supervision or direction
- Possession of an Arizona Fingerprint Clearance Card

2. Office of Business Services:

At 2:00 p.m. each day this employee will depart the Hal Jensen Recreation Center and travel over to the district's *Office of Business Services* which is located at Ponderosa High School. During days when T-School is not in session, this individual will spend the entire day in the *Office of Business Services*. This role will provide critical support to the *Director of Business Services*, ensuring the smooth operation of business and compliance functions within the district.

Business Office responsibilities will include but are not limited to the following:

- Serve as a backup for the Director of Business Services in processing weekly accounts payable vouchers and payroll.
- Review and approve journal entries processed by the Director of Business Services.
- Audit treasurer receipts prepared for the County by the Director of Business Services.
- Reconcile credit card statements with receipts and provide final approval.
- Assist with onboarding tasks, such as entering new hire information as needed.
- Verify employee leave data for accuracy at the start of each fiscal year.
- Ensure fiscal year insurance and tax rate updates are accurate and appear on the district website.
- Assist with annual asset inventory and transportation reporting.
- Assist with quarterly tax processing.
- Review key financial documents, including the Annual Financial Report (AFR), Proposed Budget, Adopted Budget, and Revised Budget prior to their submission to the Governing Board.
- Assist with 1099 and W-2 processing.

This Business Office support role is essential to maintaining the integrity of our school district's financial and compliance systems.

Ideal Qualifications:

- Strong interpersonal skills
- Solid organization skills
- Desire to work collaboratively in a dynamic team environment
- Ability to perform and/or verify mathematical computations
- Ability to review, reconcile and approve journal entries, credit card statements, and other key financial documents.
- Ability to assist with payroll functions

Position Vacancy: This is a 12-month, 8-hour per day position. The position will remain open until filled with a start date as soon as possible.

Compensation: The *Class V* salary for the position is as per the district's *Classified Salary Schedule* which is posted on the school district's website. It is anticipated that the starting salary will range from \$46,442 to \$51, 626, depending on experience and qualifications.

Job Locations: Hal Jensen Recreation Center, 2403 N Izabel Street, Flagstaff, Arizona
Ponderosa High School, 2384 N. Steves Blvd, Flagstaff, Arizona

The Coconino County Accommodation School District is a small rural district located in northern Arizona. CCASD has approximately 150 students and 25 employees serving two high schools, Ponderosa High School in Flagstaff and Tse' Yaato' High School in Page as well as students enrolled in the district's Online school.

Please submit a letter of interest, a completed *Classified Employment Application* (located on the district website), a resumé, and three current letters of recommendation to: Dave Dirksen, Chief Education Officer, Coconino County Accommodation School District, 2384 N. Steves Blvd., Flagstaff, Arizona 86004. Questions regarding the vacancy may be directed to Mr. Dirksen at ddirksen@ccrasd.org.