



Monroe Career & Technical Institute
Bartonsville, PA 18321

ANNOUNCEMENT OF VACANCY

Accounting Clerk

Full-time, 12-month position available immediately for busy school business office. Applicants must have experience in bookkeeping or accounting. Familiarity with accounting software, data entry and standard bookkeeping practices, with proficiency in Google and Office Suites and working knowledge of GAAP. School business office and fund accounting, preferred. Associate degree in Accounting, Business or related field preferred, beyond high school diploma or equivalent. Full benefit package in accordance with the current MCTI Educational Support Professional CBA.

**Current Federal and State clearances required.
(MCTI is part of the PA Public School Retirement System.)**

**Obtain MCTI Support Staff Application at <https://www.monroecti.org/Page/1551>
and submit along with a letter of interest and clearances to:**

**Monroe Career & Technical Institute
194 Laurel Lake Road
Bartonsville, PA 18321**

**Attention: Executive Secretary
Fax: 570-629-9698**

**Phone calls only if you cannot obtain an application from the website.
570-629-2001 x 1105**