

WARREN COUNTY SCHOOL DISTRICT

NEW POSITION REQUEST FORM

ITEM #1: PERSONNEL REQUISITION INFORMATION

DATE: April 26, 2021

Budget Year: 2021/2022

Budget Code: ESSER

Contingency Budget: Click or tap here to enter text.

Position Title: Staff Accountant II

Assigned School for the Budget Year: Central Office

Hours per day: 8

Start Date: July 1, 2021

Salary (check one):

- ☐ Click or tap here to enter text.
- ☒ Commensurate with qualifications and experience
- ☐ Per negotiated contract or employment agreement

Type of Employment (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Temporary | <input type="checkbox"/> Individual Contract |
| <input type="checkbox"/> Act 93 – Certificated | <input checked="" type="checkbox"/> Act 93 – Non-Certificated | <input type="checkbox"/> Administrative Support |
| <input type="checkbox"/> WCEA | <input type="checkbox"/> WCESPA | |

Reason for Request (please be specific):

ESSER Administration

ITEM #2: REQUEST FOR ADVERTISING (check all that apply)

- ☒ Warren Times Observer ☐ Jamestown Post Journal ☐ Erie Times
☐ Pittsburgh Post Gazette ☐ College Central
☐ Other (please provide title, address, phone and FAX numbers): Click or tap here to enter text.

ITEM #3: QUALIFICATIONS (Specify required or preferred education, skills, experience and/or other criteria as appropriate)

Bachelor Degree in Accounting, Finance or Business related field preferred.

ITEM #4: INTERVIEW/SEARCH COMMITTEE MEMBERSHIP (Designate Chairperson)

James M. Grosch

ITEM #5: CRITERIA TO BE USED IN RATING/EVALUATING CANDIDATES

Degree, Years of Experience, Demonstration of Accounting/Finance Skills, Communication Skills, Financial/Analytical Tools.

REQUESTED BY:

 4/22/21
Administrator Signature Date

APPROVED BY:

 4/22/21
Director Signature Date

 4/22/21
Superintendent Signature Date