

Canterbury Public Schools
45 Westminster Road
Canterbury, CT 06331
Phone: 860-546-6950

Accounts Payable/Receivable/Financial Assistant
Full Time
Start date: by July 1, 2025
35 Hours per week - Competitive Hourly Rate based on
Experience

Position Overview: Canterbury Public Schools is seeking a qualified candidate to join our team as a Financial Assistant. This individual will be responsible for assisting in the processing of Accounts Payable/Receivable, supporting all necessary reporting requirements associated with the position, working with the Director of Finance to oversee the district budget, and to work with the Payroll Clerk to assist in processing payroll when needed.

Qualifications:

- Associate's Degree in Accounting, Finance, or a related field, or equivalent work experience in Accounts Payable.
- Strong attention to detail, organizational skills, and the ability to work independently.
- Experience with accounting software and basic financial reporting.

Benefits:

- Paid Holidays
- Vacation and Sick Time

Application Instructions: Interested candidates should submit the following documents:

1. Employment application
(<mailto:https://www.canterburypublicschools.org/district/human-resources/>)
2. A letter of interest
3. A resume
4. Three (3) current letters of recommendation
5. Transcripts

All completed documentation should be sent to:

Dr. Christopher Bitgood, Superintendent of Schools
Canterbury Public Schools
45 Westminster Road
Canterbury, CT 06331

Email applications will also be accepted, provided all documents are scanned and included in the email. The email address for submission is
[:dhorn@canterburypublicschools.org](mailto:dhorn@canterburypublicschools.org)

Closes: Open until filled

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