

Canton City Hall, Third Floor  
218 Cleveland Avenue, S.W.  
P.O. Box 24218  
Canton, Ohio 44701-4218  
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION  
CITY OF CANTON, OHIO**

Phone: (330) 489-3360  
FAX: (330) 580-2059



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# OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: January 4, 2013  
NO: BE1-13

**CLASSIFICATION TITLE**  
**ACCOUNTING SPECIALIST**  
**(Canton Board of Education)**

**STARTING HOURLY RATE**  
**\$13.90**

### **FILING OF APPLICATION**

Application must be made on the special closed or regular application form available in the office of the Canton Civil Service Commission, Canton City Hall, Third Floor, 218 Cleveland Ave. SW, Canton, OH or open application may be printed from [www.cantonohio.gov](http://www.cantonohio.gov) under "City Government" click on "City Services" and then on "Civil Service". Application must be on file **no later than Friday, February 1, 2013 at 4:00 p.m.** Applicants for the exam must submit a clear copy of their valid driver's license and resume along with their completed application.

### **EXAMINATION – TUESDAY, FEBRUARY 5, 2013**

**CHECK-IN:** 5:00 p.m. (no applicant will be admitted after 5:00 p.m.)  
**EXAM:** Immediately following candidate check-in  
**LOCATION:** Canton Memorial Civic Center, McKinley Room, 1101 Market Ave. N., Canton, OH 44702  
**SCOPE:** This will be a written examination covering the following subjects: Reading Comprehension, Mathematics, Accounting Principles and Logic and other related job subjects. A 70% passing point will be used.

**THE USE OF BATTERY POWERED, NON-PRINTING CALCULATORS DURING THE EXAMINATION WILL BE PERMITTED.**

### **MINIMUM ACCEPTABLE EXPERIENCE & TRAINING**

This is a combined promotional and open examination. To be eligible for the promotional examination, applicants must be working for the Canton Board of Education in the classified Finance-Payroll Classification Series, and have completed their probationary period by February 4, 2013. Applicants for the open examination must be a high school graduate or equivalent, a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen, have accounting training AND two years of accounting experience, have knowledge of school and fund accounting procedures, and have experience with spreadsheet and data base software. It is also highly desirable for applicants to have experience with Microsoft, Excel and Microsoft Word, typing and word processing skills, knowledge of Canton City School System and time management and organizational skills.

Since this position is for employment in a school setting, all applicants must be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants must not have been convicted of a felony nor be a habitual abuser of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are permitted to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

### **ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED**

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

**\*\*\*\*IMPORTANT NOTICE TO VETERANS\*\*\*\***

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or reserve component of the armed forces of the United States who has completed more than 180 days of active duty service (ORC 124.23C). Applicant must submit a certificate of service or honorable discharge (Form DD-214) before the filing deadline of February 1, 2013 to receive the bonus credit. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

**RESIDENCY BONUS**

Applicants who have resided within the Canton City School District for at least six (6) months or longer immediately prior to testing will receive 5% additional credit, provided they make a passing score.

**THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.**

**RATING**

Applicants for the promotional examination will receive, in addition to a passing score, credit for job seniority. Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veteran's preference and school district residency. Your name will be placed on the appropriate list of eligibles upon receiving a passing score of 70%, and preference shall be given in consideration for employment in accordance with candidate rating pursuant to the collective bargaining agreement in effect at the Canton Board of Education and State Law.

**EQUAL EMPLOYMENT**

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

**DUTIES**

The responsibilities of an Accounting Specialist include, but are not limited to the following: Works with bookkeepers, educators, and secretaries in solving accounting problems related to grants; monitors expenditures for compliance with local procedures and state and federal regulations; prepares the annual GAAP statements and the 4502 (annual state report); prepares and distributes financial statements; prepares state and federal reports; assists in the preparation of the annual budget; reconciles bank statements; processes receipts, purchase orders, investments, invoices and transfers; maintains an adequate system of filing; works as a member of a team and performs other duties as directed.