BD

Florida Panhandle
TECHNICAL COLLEGE

ANNOUNCEMENT OF VACANCY

POSTING DATE:	10/22/26
POSITION (S):	Bookkeeper
QUALIFICATIONS:	1. High School Diploma or equivalent. 2. Minimum of three (3) years experience as a bookkeeper or accounting clerk or school finance and knowledge of Red Book preferred. 3. Experience with FOCUS, EPES accounting, & Skyward preferred
SALARY:	Based on the WCSD Support Personnel Salary Schedule.
DEADLINE	Submit application & resume by mid-night on Nov. 1, 2026
ANTICIPATED START DATE:	Nov. 16, 2026
APPLICATION PROCESS:	1. Go to http://www.wcsdschools.com 2. Click on the "**Careers**" tab at the top of the page, and then on "**Employment Opportunities**" 3. Click to view and/or apply for vacancies 4. Login or Create an Account 5. Click to view and/or apply for vacancies 6. Complete your application and resume 7. Link application by applying for the position and attaching resume

PLEASE NOTE: Per WCEA/WCSB Master Teacher Contract 2021-2024, Article XI, 11.3, "Teachers who are already employed in another position within the county when a vacancy occurs, will be given consideration over someone who is not employed at the time, providing their certification and qualifications are equal." After posting, if a transfer request from within the School District is accepted, at that time, this position would be closed and all applicants would be notified that the position was filled due to lateral transfer.

"Pre-employment, reasonable suspicion, random (fitness for duty) and follow-up drug testing will be implemented as per the School Board's Drug Free Workplace policy."

Effective March 1, 2025, all position types requiring direct contact with students or who are permitted access to school grounds when children are present are required to submit new fingerprints. Visit the new Care Provider Background Screening Clearinghouse Education and Awareness website (House Bill 531) at https://info.flclearinghouse.com for more information.

Reasonable accommodations are made for employees and are available for persons with disabilities to complete the application and/or interview process. Applicants/individuals with disabilities requesting accommodations under the **Americans with Disabilities Act (ADA) may contact** the District Office at 850-638-6222 for assistance.

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Superintendent
Thomas Register

Director
Bryan Lee

Assistant Director
Belinda R. Collins