

AUTAUGA COUNTY BOARD OF EDUCATION  
PERSONNEL DEPARTMENT  
153 West Fourth Street  
Prattville, Alabama 36067

**POSITION ANNOUNCEMENT**

May 16, 2022

**The Autauga County Board of Education is now accepting applications for the position of:** School Bookkeeper/Secretary (Athletic Department) at Prattville High School

**Job Description:** Please see the attached Autauga County Board of Education job description for this position.

**Qualifications:** Please see the attached Autauga County Board of Education job description for this position.

**Effective Date:** Following Board Approval

**Salary:** \$33,094 - \$34,969 (based on years of experience in position)

**Contract Length:** 240 days (12 months)

**Application Information:** Go to [https://ats1.atenterprise.powerschool.com/ats/app\\_login?COMPANY\\_ID=00008500](https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500) to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

**Application Deadline:** May 23, 2022

*The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.*

1 Attachment  
1. Job Description

**BOOKKEEPER/SECRETARY**  
(Local School)

POSITION TITLE: Bookkeeper/Secretary

RESPONSIBLE TO: Superintendent

REPORTS TO: Principal

**QUALIFICATIONS:**

High school education or equivalent with successful experience in working in an office environment. Must have experience in bookkeeping, budgeting, preparing reports, computer operation and working with the public. Must be able to type proficiently, to operate office machines and to work with vendors, principals, supervisors and school staff. Must understand and be familiar with accounting codes and budget requirements for school system.

**PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

1. Type with speed and accuracy a variety of routine and complex documents, reports, forms and correspondence.
2. Maintain all financial records as required.
3. Maintain purchase order log.
4. Operate computerized accounting program.
5. Reconcile bank statements and prepare monthly financial report.
6. Establish good audit trail for all school accounts and activities.
7. Inform principal of financial status.
8. Handle accounts payable and accounts receivable.
9. Work with principal and custodian of funds on annual budget.
10. Operate office equipment necessary for job performance.
11. Answer telephone and serve as receptionist.
12. Assist with student registration, calling absentees, preparing reports, contacting parents, checking out students, etc.
13. Keep Daily Attendance and prepare all required Attendance Reports.
14. Maintain up-to-date knowledge of school system's Data Automation System and Accounting System.
15. Attend local and state workshops as necessary.
16. Train school personnel as needed as to use of Data Automation System.
17. Performs any other duties as assigned.

**JOB GOAL:**

To serve as Bookkeeper/Secretary in a manner which ensures efficient support for the operation of the school's bookkeeping department and to work with the Principal in carrying out designated functions of the school while maintaining accurate attendance information.