**Piedmont City Schools**

**Position Vacancy**

**Position:** Secretary/Bookkeeper

Piedmont Elementary School

**Qualifications:**

* Minimum High School Diploma or Equivalent
* Bookkeeping Experience Preferred
* Must complete a background check and be deemed suitable for employment by the Alabama State Department of Education

**Salary:** 197-Day Position

In accordance with the Piedmont City School Salary Schedule

**Application Process:** Applicants must submit a completed application before the application deadline. Resume and cover letter must be included with application and returned to Principal Brigett Stewart ([bstewart@pcsboe.us](mailto:bstewart@pcsboe.us)). Applications may be obtained from the central or from the school district website ([www.piedmont.k12.al.us](http://www.piedmont.k12.al.us)).

**Application Deadline:** Until Filled

**Job Duties and Responsibilities:**

* Serves as receptionist by answering phone, delivering messages, assisting visitors, assisting students with calls, opening doors and monitoring security cameras
* Perform clerical tasks such as typing, filing, sorting mail
* Check in/out students. Record excuses and tardy slips in PowerSchool
* Prepare absentee list, excessive tardies and unexcused absences
* Prepare withdrawal forms including notifying CNP
* Prepare request for new students including notifying CNP
* Prepare all kindergarten cumulative permanent record folders and enter into PowerSchool
* Maintain up to date homeroom list
* Work closely with PTO and serve as PTO treasurer including reconciling bank statements
* Collect lunchroom money daily and send to lunchroom
* Send free and reduced lunch forms to CNP Manager
* Receive, count and record deposits for school and issue receipts
* Issue Purchase Orders, verify invoices, print checks and mail including club activities
* Prepare list of monthly projected cash disbursements for board approval
* Maintain monthly financial report for Central Office
* Prepare Principal’s Account Report monthly
* Print all end of month financial reports and file
* Prepare end of the year reports from PowerSchool and file
* Maintain monthly calendar of events
* Order end of the year awards
* Check Aesop for unfilled absences and reconcile monthly
* Serve as Parent Engangement Liaison
* Conduct attendance meetings with parents and report truancy violations
* Other duties as assigned by the Principal

The Piedmont City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to address inquiries regarding the non-discrimination policies:

Mrs. Rachel Smith, Title IX Coordinator, 502 Hood Street W, Piedmont, AL 36272 (256) 447-8831

Mrs. Debra Ledbetter, 504 Coordinator, 504 Hood Street W, Piedmont, AL 36272 (256) 447-7483

Mrs. Rachel Smith, Title II Coordinator, 504 Hood Street W, Piedmont, AL 36272 (256) 447-7483

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.