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

POSITION ANNOUNCEMENT

March 17, 2023

The Autauga County Board of Education is now accepting applications for the positions of: School Bookkeeper at Autaugaville 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: $29,328 - $31,522 (based on years of experience in this position)

Contract Length: 202 days (10 months)

Application Information: Go to 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: March 25, 2023 - or until filled

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
(Local School)

POSITION TITLE: Bookkeeper

RESPONSIBLE TO: Superintendent

REPORTS TO: School 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. Maintain all financial records as required.
2. Account for all monies and make bank deposits.
3. Operate computerized accounting program.
4. Maintain purchase order log.
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. Attend local and state workshops as necessary.
11. Performs other duties as assigned.

JOB GOAL:

To serve as Bookkeeper in a manner which ensures efficient support for the operation of the school's bookkeeping department and to work with the Custodian of Funds in carrying out designated financial programs in the school.