



VACANCY

Part-time District Bookkeeper (HHS)

October 19,2026

The Conecuh County Board of Education is now accepting applications for the following vacancy:

Position Title: Part-time Bookkeeper

Contract: 12 months position

Qualifications:

- Minimum Associates Degree in Business or Accounting - Bachelor's Degree Preferred
- Experience in bookkeeping, accounting or comparable administrative role with in school system or business
- Knowledge of school Finance
- Effective communication skills
- Strong organizational and written communication skills
- Team oriented and flexible
- Strong commitment to maintaining confidentiality
- Task oriented

Responsibilities

- Manage financial records and accounting operations for local schools
- Maintain accounts payable and accounts receivable for local schools
- Record detail of all school financial transactions on a computerized accounting system.
- Prepare deposit and makes daily deposits of cash
- Assist with OSR reports
- Prepare requisitions
- Keep school books as specified by CSFO and Superintendent, Board, and State Board of Education
- Local School ordering/purchasing
- Process Purchase orders and invoices
- Account reconciliation
- Daily inventory monitoring
- Daily monitoring of school receipting



VACANCY

- Daily and monthly recording of financial transactions
- Daily school and bank runs
- Maintain journal entries and generate reports
- Maintain a system of checks and balances of school funds
- Assist in preparation for audits
- Compliance monitoring with state and federal financial regulations
- Other duties assigned by CSFO or Superintendent

Reports To: Principal, CSFO, and Superintendent

Applications will be received through: October 26, 2026

Applications are available at www.conecuh.k12.al.us under human resources. You may send your application to conecuh.applicants@conecuhk12.com. If you are currently employed you may send a letter of interest to leann.smith@conecuhk12.com.

Conecuh County Board of Education does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. In any of its activities or operations.