**Piedmont City Schools**

**Position Vacancy**

**Position:** Secretary/Bookkeeper

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. Applications may be obtained from Sharon Anderson, Personnel Officer ([sanderson@pcsboe.us](mailto:sanderson@pcsboe.us)) or from the school district website ([www.piedmont.k12.al.us](http://www.piedmont.k12.al.us)). In addition, a letter of interest and current resume should be submitted to Principal Brigett Stewart ([bstewart@pcsboe.us](mailto:bstewart@pcsboe.us))

**Application Deadline:**

**Job Duties and Responsibilities:**

* Maintain financial statements, bank statements and reconciliations monthly
* Prepare budget for each fiscal year
* Enroll new students including requesting information from previous schools
* Check in/out students, record tardies including excessive tardies and unexcused absences
* Withdraw students and forward information to new school
* Serves as receptionist by answering phone, delivering messages, assisting visitors, assisting students with calls and monitoring security cameras
* Perform clerical tasks such as typing, filing, sorting mail, ordering supplies
* Send free and reduced lunch forms to CNP Manager
* Receive, count and record deposits for school/clubs and issue receipts
* Issue Purchase Orders, verify invoices, print checks and mail including club activities
* Prepare list of monthly projected cash disbursements for central office
* Prepare end of the year reports
* Maintain monthly calendar of events
* Check Aesop for unfilled absences and reconcile monthly
* Maintain PTO account
* Record Mifi, MacBook/iPad payments and fees
* 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.