

# ACCOUNTS PAYABLE SPECIALIST

Date: October 23, 2023

## REQUIREMENTS

Must have the following:

- Two years of business/bookkeeping/banking experience.
- High School diploma or GED equivalent.
- Demonstrates ability to perform the tasks associated with double entry bookkeeping.
- Must meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act. No. 2002-457.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

## CONTACT PERSON

Mrs. Vanessa D. Anthony, Associate Superintendent  
205.367.2086

## LAST DATE TO APPLY

Until Filled

It is the official policy of the Pickens County Board of Education that no person shall on the basis of age, sex, race, religion, national origin, ethnic group, limited English proficiency or disability, be denied, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any course, program or activity. Equal access will be provided to the Boy Scouts and other designated youth groups.