

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

POSITION ANNOUNCEMENT

April 9, 2024

The Autauga County Board of Education is now accepting applications for the position of Child Nutrition Program Accounts Payable Bookkeeper / Payroll Clerk

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Please see the attached ACBOE job description for this position.

Effective Date: July 1, 2024

Salary: \$47,433 - \$59,730 (Based on experience in public school setting)

Contract Length: 240 days (12 months)

Application Information: Go to <http://www.alsde.edu/TeachinAlabama/> 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: April 17, 2024 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

CNP ACCOUNTS PAYABLE BOOKKEEPER/PAYROLL CLERK
(Child Nutrition Program)

POSITION TITLE: Child Nutrition Program Accounts Payable/Payroll Clerk

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Child Nutrition Program Director

QUALIFICATIONS:

- High school education or equivalent
- A minimum of three (3) years experience in payroll and/or accounts payable or related field, preferably in a local school setting
- Knowledgeable of bookkeeping procedures
- Knowledgeable of and capability to operate computer and utilize customary payroll software
- Ability to communicate professionally in an oral and written manner
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

JOB GOAL:

To provide financial and clerical support to the Child Nutrition Program by handling all aspects of accounts payable and assisting the payroll coordinator as listed in the job responsibilities.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Ensure efficient and accurate processing of accounts payable on a weekly basis to include receiving invoices, verifying expenditures with purchase orders, and inputting the data into the accounting software system for payment.
2. Assist Director with decisions about expenditures as to whether all parameters are being met in local policy and federal policy.
3. Research and analyze invoices that have credits or changes and work with vendors to correct errors or omissions.
4. Reconcile processed work by verifying entries and comparing to reports.
5. Process CNP credit cards on a monthly basis to include collecting all documentation and receipts, verifying expenditure coding and utilizing the accounting software to process the payment.
6. Assist CNP Maintenance by inputting requisitions and transferring to purchase orders on a monthly basis.
7. Reconcile all purchase orders monthly.
8. Maintain accurate records of all accounts payable transactions and assist with documentation for the system's annual audit and state audits as they occur.

9. Obtain AASBO certifications.
10. Assist with procurement/purchasing when asked by the Director.
11. Serve as the alternate point of contact in the absence of the Director.
12. Input CNP payroll on a monthly basis.
13. Be the liaison between CNP software companies troubleshooting issues with software and hardware with the CNP office and cafeterias.
14. Train on any software upgrades or new versions as related to CNP or payroll as needed.
15. Work with payroll coordinator as needed.
16. Assist with Employee Self Service as needed.
17. Input CNP budget.
18. Figure and input CNP indirect cost.
19. Process income applications and verification.
20. Perform other related duties as assigned.