

**Job Announcement
November 2, 2011**

The Alabama Association of School Boards is now accepting applications for the position of: Bookkeeper.

Job Status: Full-Time

Reports To: Chief Operations Officer

FLSA Status: Non-Exempt

Salary Level: Negotiable; Determined by the Executive Director

Qualifications: Two (2) years' experience commensurate with this position in maintaining financial records of organization. Experience with non-profit organization and experience with Peachtree Accounting software preferred but not required. Proficient communication skills, both verbal and written, and ability to work effectively in small office setting required.

Duties and Responsibilities: Please see attached job description

Application Information: Interested individuals should submit application for employment and resume to: Ken Roberts, Chief Operations Officer, 4240 Lomac Street, Montgomery, Alabama 36130, via email at kroberts@alabamaschoolboards.org or faxed to 334-270-0000. Applications are available online and by contacting the association office at 334-277-9700. Please be sure to include employment history, including salary information.

Application Deadline: November 16, 2011

JOB DESCRIPTION
BOOKKEEPER (Non-Exempt)

- Maintains financial records and responsible for the management of all financial transactions including preparation of financial statements for:
 - AASB (all accounts)
 - ARMS Risk Management Funds
 - Legal Assistance Fund
 - Alabama Council of School Board Attorneys
 - All investments
- Prepares quarterly financial statements
- Prepares payroll, including deductions for withholding taxes, Social Security, insurance, retirement and other required salary deductions.
- Prepares all tax forms and reports relating to payroll matters
- Prepares payables twice monthly
- Invoices for conferences, district meetings, associate and professional memberships, exhibit booths, sponsorships, etc.
- Keeps record of staff leaves and absences
- Provides accounting services essential to the preparation, administration, supervision, and control of the budget.
- Reconciles bank statements and post deposits and checks monthly.
- Conducts annually and maintains an effective inventory control and property accounting system
- Records all receipts and disbursements of funds; makes deposits
- Calculates AASB dues and prepares statements for AASB and LAF dues
- Arranges for audits of accounts and records annually by the independent, certified public accountant selected by the Executive Director
- Cooperates with the auditors and provides information to them as requested
- Supervises the clerical aspects of all insurance matters

- Mails ARMS invoices for GL/EO and AL Programs
- Oversees postage for bulk mailing and in postage machine
- Coordinates equipment and AASB office and grounds maintenance:
 - Air conditioning
 - Plumbing
 - Electrical
 - Telephone (shared)
 - Office machines (shared)
- Purchasing Agent (orders supplies)
- Shared office routines:
 - Backup for telephone answering
 - Alternate in mail delivery
 - Order and pick up supplies
 - Help with mailings
- Performs other duties as determined by Executive Director