

# Calhoun County Schools

## Position Vacancy

**Position Tracking Number:** S-25-006

**Position:** Accountant (Federal Programs/General Ledger)

**Location:** Central Office

**Opening Date:** October 23, 2024

**Closing Date:** November 8, 2024

**Expected Date of Employment:** January 6, 2025

### **Qualifications:**

- B.S. Degree in Accounting or related field
- Accounting Experience
- Proficient in Microsoft Word and Excel
- Experience with Harris Accounting software preferred
- Effective interpersonal and communication skills
- Good attendance and work record
- Valid Alabama Driver's License
- Demonstration and record of sound moral character
- Meet background clearance requirements
- Such alternatives to the above qualifications as the Calhoun County Board of Education deems appropriate

### **Duties/Responsibilities:**

- Budgets and amendments
- Financial Reporting
- Financial Statements
- Federal Programs Compliance
- Internal Controls
- Monthly Closing/Balance
- Grants
- Bank Reconciliations
- Title I Budget and Expenditures
- IDEA Expenditures
- Other Duties as assigned by Chief School Financial Officer

### **Length of Contract/Terms:**

240 days / 7.5 hours daily

### **Compensation:**

As per Board salary schedule for this position

### **Application Process:**

Submit an application, résumé, and Applicant Disclosure/Release form to:

John Godwin  
Chief School Financial Officer  
Post Office Box 2084  
Anniston, AL 36202

[Application for Employment Support/Non-Certified Personnel](#)

[Applicant Disclosure and Authority for Release of Information](#)

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Calhoun County Board of Education reserves the right to amend the job description as needed.

This position will be subject to the Students First Act of 2011. Calhoun County Schools reserves the right to fill this position by transfer of a qualified applicant who is already employed by the Calhoun County School System.

Under the Students First Act of 2011, no credit toward tenure or non-probationary status is earned in the initial school year of employment if the date of hire occurs after September 30.

The Calhoun County Board of Education does not discriminate on the basis of age, race, national origin, religious belief, gender, or disability. Those applicants needing reasonable accommodation to the application/interview process should notify the school principal/supervisor or Superintendent's Office.