

JOB ANNOUNCEMENT

Wilcox County Board of Education
75 Camden Bypass ♦ Post Office Box 160 ♦ Camden, Alabama 36726 ♦ Fax: 334.682.4179 ♦ www.wilcox.k12.al.us

April 19, 2022

ACCOUNTS PAYABLE MANAGER

(Central Office)

Position: The Wilcox County Board of Education is accepting applications for the above. The deadline is **until filled**.

Requirements: The successful applicant should have a baccalaureate degree from an accredited four-year college or university with a concentration in a business-related curriculum, at least five (5) years of experience in business or school finance. The applicant also must receive a Certification of Local School Financial Management designation from the SDE within three (3) years of employment and maintain a Certification of Local School Financial Management designation by continuing education requirements.

Performance Responsibilities:

- Establish and maintain bookkeeping principles and practices that are in compliance with local, state and federal laws and regulations.
- Become familiar with the Alabama State Department of Education's chart of accounts and objects codes to ensure proper coding of transactions.
- Process/Supervise all accounts payable, purchase orders and travel vouchers.
- Process invoices, and other financial matters related to the areas of responsibility.
- Maintain appropriate CIS Funds budgets and reports.
- Prepare MAC Financial Report and other required reports.
- Manage and prepare Annual District-Wide Fixed Asset Inventory.
- Keep supervisor informed of potential problems or unusual events.
- Prepare monthly financial reports to Directors, Principals and Supervisors
- Assist in closing out the fiscal year and preparing requested reports in accordance with mandated requirements.
- Be responsible for the training of New Principals or Administrators, all Secretaries and Bookkeepers in Accounting procedures.
- Assume responsibility as directed for all Bids, Capital Plan reports and files.
- Process/Supervise Bank Statements Reconciliations.
- Work with Examiners of Public Accounts in their annual audit and preparation of State Financial Reports.
- Perform other duties as may be assigned by the Superintendent or CSFO.

Salary: Twelve-month salary will be commensurate with qualifications and years of experience as based on the 2021-2022 salary schedule.

Application Procedures: An official application must be submitted along with resume, credentials, and three reference letters for this position. *Applicants will be considered based upon information provided in their applications.* Contact Mr. Marcus Lennon(CSFO) for further information at 334-682-4716 ext. 6629.

Dr. Andre' P. Saulsberry, Superintendent
Wilcox County Board of Education
Post Office Box 160
Camden, Alabama 36726
(334) 682-4716

It is the official policy of the Wilcox County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.