



Madison City Schools Position Vacancy

Position Title: Bookkeeper – Central Office

Job Goal: To perform general professional level accounting duties involved in reporting of financial transactions for the Board's operations, purchasing, insurance and payroll services.

Qualifications:

1. Preferred- Associate degree in accounting, finance or business
2. Preferred- BS degree from four year college or university with major coursework in accounting, finance or business related field
3. Previous work experience in accounting or finance, preferable in the governmental environment
4. Working knowledge of general office computer software including Microsoft word, Excel and Access
5. Knowledge of generally accepted accounting principles and procedures and their application to basic accounting transactions

FLSA Status: Non- Exempt

Reports To: Accounting Supervisor

Background Check Required: (*Ala. Code §§ 16-22A-5*) Upon offer of employment, employees will be required to submit legible fingerprints for a background review by the Alabama Bureau of Investigation and the Federal Bureau of Investigation.

Essential Duties and Responsibilities:

1. Prepare requests for bid documents; mail to appropriate vendors; receive and account for bids; assist in bid openings and prepare contracts.
2. Maintain all non-personnel contacts for Madison City Schools to include local schools.
3. Maintain and reconcile a variety of ledgers, reports and account records.
4. Verifies general ledger coding, bid information and backup documentation.
5. Complete Employment Verifications.
6. Assist Payroll as required to include: monthly and semi-monthly payrolls.
7. Assist in the preparation of the Board's annual budget.
8. Assist in the preparation of monthly and annual financial statements.
9. Research and analyze transactions to resolve problems.
10. Perform daily backup procedures for financial software.
11. Perform Accounts Payable Transactions.
12. Maintain insurance policies, claims and procedures to file and manage the specific claims.
13. Other general accounting duties as assigned.

- **This position will be subject to the Students First Act of 2011. Madison City Schools reserves the right to fill this position by transfer of a qualified applicant who is already employed by Madison City Schools.**
- **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.**

Expected Employment: 240 days/ 8 hrs. (full year)

Evaluation: According to established Board policies and administrative procedures and guidelines.

Salary Range: (Salary based on employment for complete year)

For School District information, please [click here](#)

For Madison City Schools Salary Schedule, please [click here](#)

Amended May 2018