

**ANNOUNCEMENT OF INTENT TO FILL A POSITION
AN EQUAL OPPORTUNITY EMPLOYER
Approved for Internal and External Consideration**

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|---------------------------|---|
| Position Title: | Staff Accountant |
| Position Code: | 10612 |
| Salary Range: | \$45,981.60-\$77,008.80 |
| Position Location: | Federal Programs Section Gordon Persons Building, Montgomery |
| Open Date: | October 2022 |

The Federal Programs Section of the Alabama State Department of Education (ALSDE), Montgomery, intends to fill one (1) Staff Accountant position.

Duties will include, but not be limited to, the following:

- Review and approve LEA federally funded budget transfers and/or amendments.
- Research, interpret, and implement statutory federal guidance for program compliance.
- Conduct fiscal reviews to monitor compliance with federal grants.
- Provide technical support on federal grant financial policies and procedures.
- Prepare, update, and track grant programs and expenditures to ensure timely completion of reports.
- Assist in preparing for USED audit monitoring visits and reviews.

Education:

- A minimum of bachelor's degree from an accredited* four-year college or university with a major in Accounting.

Experience:

- A minimum of two (2) years performing professional-level accounting, financial auditing and/or compliance auditing work.
- Knowledge of federal grant guidelines preferred.

Other Skills:

- Effective verbal and written communication skills
- Effective computer skills including the ability to develop and utilize spreadsheets and databases
- Organizational skills
- Ability to use problem-solving skills to generate solutions
- Ability to interpret budgets and contracts
- Team-oriented, flexible, and attentive to details

How to apply:

Step 1:

Applicants **must** complete the state required online application process for this position prior to submitting a résumé, reference list, and/or cover letter to the contact person listed below. To apply online complete the Application for Examination Form available at: www.personnel.alabama.gov. **Call the State Personnel Department at 334-242-3389 for questions concerning the online process.**

Step 2:

Send cover letter and résumé to:

Alabama Department of Education
Attention: Dr. Molly Killingsworth
5334 Gordon Persons Building
P.O. Box 302101
Montgomery, AL 36130-2101

Or email as an attachment to:

mkillingsworth@alsde.edu

Note: This position has been approved by the State Finance Director, so consideration can be given external interest, as well as internal to the ALSDE.