

PLEASE POST

May 16, 2023

NOTICE OF POSITION OPENING

**ACCOUNTANT (12 month)
TUSCALOOSA COUNTY SCHOOLS CENTRAL OFFICE**

JOB SUMMARY

To provide accounting services and technical support to local school bookkeepers and the central office finance department to insure efficient and effective management of financial affairs of the school system.

QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance, or Business. Three years of experience in accounting, finance, or related field. Complete the AASBO program for CSFO's and Local School Bookkeeper's within three years. Comply with AASBO certificate program continuing education requirements.
- Fluency in written and spoken English is essential. Ability to communicate orally, polite and respectful to others. Able to check and proofread documents for accuracy as well as proficiency in technology and computer programs.
- Moderate lifting, stooping and kneeling are required. Extended amounts of time at the computer and keyboard is expected.
- Works with little supervision, makes timely completion of office projects and adapts to changing priorities. Keeps all Human Resource, Substitute and System related information confidential. Ability to organize and maintain accurate records.

DUTIES AND RESPONSIBILITIES

1. Regular and punctual attendance required; full compliance with TCSS leave policies.
2. Maintain confidentiality of personnel information.
3. Ability to work with little supervision and able to adapt to changing priorities.
4. Assist bookkeeping employees including, local school bookkeepers, with matters related to payroll, insurance, audit preparation, accounts payable, bank reconciliations, and financial reports.
5. Maintain appropriate general ledgers of fund accounting at the Central Office, verify computer print-outs, and balance such accounts as required.
6. Reconcile all bank accounts monthly with the assistance from various bookkeepers.
7. Reconcile and monitor all Central Office Certificates of Deposits.
8. Assist in the preparation of monthly and end-of-year financial statements and annual school budgets.
9. Work, as needed, with the State Examiners on the system-wide audit to include local schools.
10. Prepare local, state and federal reports as required for reimbursement or other purposes.
11. Prepare monthly, quarterly, and annual payroll tax reports for the district.
12. Post the monthly reports required by State law on the Board's website.
13. Perform internal control audits to ensure that local schools comply with audit procedures and Board policies.
14. Prepares and files quarterly Alabama Medicaid Administrative expenditure certification.
15. Assist the Human Resource Department with retirements.
16. Prepares and processes W2s and 1099s as required by the IRS and Social Security Administration.
17. Performs the usual office routines and practices of a business office.
18. Assume other reasonable and equitable job-related duties assigned by the immediate supervisor.

CONTRACT PERIOD

12 months

EFFECTIVE DATE

TBD

SALARY

Salary schedule

Interested persons should submit a completed application along with a current résumé, cover letter and three recent letters of recommendation to Mr. Danny Higdon at 1118 Greensboro Avenue, Tuscaloosa, AL 35401 to be considered for an interview appointment. Applications may also be emailed to dhigdon@tcss.net or completed on-line at www.alsde.edu (click on Teach in Alabama). This position is open until May 29, 2023.