

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

January 4, 2023

The Autauga County Board of Education is now accepting applications for the position of Accounts Payable Bookkeeper

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Please see the attached ACBOE job description for this position.

Effective Date: Following Board Approval

Salary: \$43,966 - \$55,364

Contract Length: 240 days (12 months)

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: January 11, 2023 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

POSITION TITLE: Accounts Payable Bookkeeper

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Chief School Financial Officer (CSFO)

WORK SITE: Central Office

FLSA STATUS: Non-Exempt

JOB GOAL:

To accurately perform general accounting functions in an efficient and timely manner.

QUALIFICATIONS:

- High school diploma or equivalent
- Minimum of three (3) years of experience in bookkeeping, preferably in a school district setting
- Ability to establish and maintain effective working relationships with employees
- Ability to operate computer and adding machine/ten key efficiently and accurately
- Ability to utilize Microsoft Word and Excel proficiently
- Ability to analyze data
- Ability to communicate professionally in an oral and written manner
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Ensure efficient and accurate processing of accounts payable on a bi-weekly basis to include verifying expenditures and budgets with purchase orders, compiling appropriate documentation (i.e., PO, invoice, packing slip, etc.), inputting the data into the accounting software system for payment, and processing checks for payment
2. Process all accounts payable payments to include but not limited to Central Office and the Departments of Transportation, Maintenance, Technology, Federal Programs (except CNP), Special Education, Nurses, Operations and New Construction
3. Processes credit card payments after reviewed and approved by Accounting Specialist
4. Process travel reimbursements after reviewed and approved by Accounting Specialist
5. Prepare and post journal entries to general ledger as needed
6. Maintain accurate records of all accounts payable transactions
7. Research and analyze any unusual invoices
8. Work with vendors to correct any invoice errors or omissions
9. Reconcile processed work by verifying entries and comparing to balance reports
10. Support the Maintenance Department by communicating with staff and reconciling the purchase orders at the close each month
11. Support the Transportation Department by communication with staff and reconciling purchase orders at the close of each month
12. Oversee and process Impact Aide program annually with assistance of the Receptionist
13. Oversee Metropolitan Life Insurance Program and process annual invoices under the direction of the Payroll Manager
14. Process disability claims

15. Assist with payroll as needed
16. Assist with year end close
17. Assist with budgets and amendments as needed
18. Prepare spreadsheets as needed for analysis
19. Complete special projects as assigned
20. Type letters, memorandums, reports and other materials as needed for CSFO
21. Maintain records and statistical data as needed
22. Maintain and exhibit appropriate confidentiality
23. Exhibit customer service driven relationships with employees, vendors, community, etc.
24. Attend monthly local school bookkeeper meetings as needed
25. Maintain adherence to district procedures, board policies and local, state and federal regulations
26. Maintain all files in an orderly fashion so that all documentation is accurate and complete and can be referenced expeditiously
27. Assist in preparation of the annual audit
28. Participate successfully in training programs offered to increase skill and proficiency
29. Participate in cross-trained activities as required
30. Perform other duties as assigned

SOURCE: Autauga County Board of Education, Prattville, Alabama
ADOPTED: January 31, 2022