

ATTALLA CITY BOARD OF EDUCATION IS RECEIVING APPLICATIONS FOR THE FOLLOWING POSITION(S):
All persons with applications presently on file must request their application be considered for the position.

TITLE: *School Bookkeeper, Etowah Middle School*

QUALIFICATIONS

1. High School Diploma
2. Knowledge of generally accepted accounting principles and procedures and their application to basic accounting transactions
3. Experience or knowledge in computerized payroll systems, accounts payable, purchasing, general ledger and bank reconciliation
4. Knowledge of fund, budgetary and encumbrance accounting
5. Knowledge of computer technology including proficiency in Microsoft Office products and McAleer/Nextgen, preferred
6. Willingness to participate in ongoing training as required
7. Ability to work independently with a high degree of accuracy and organization
8. Such alternatives to the above qualifications as the Board finds appropriate and acceptable

REPORTS TO: *Principal*

TERMS OF EMPLOYMENT: *12 Month Contract, 240 days*

SALARY

<https://www.attalla.k12.al.us/Page/2061>

CLOSING DATE FOR APPLICATIONS: *Open until filled*

APPLICATIONS MAY BE OBTAINED ONLINE AT:

<https://www.attalla.k12.al.us/Page/217>

OR BY CONTACTING:

Attalla City Schools • 101 Case Avenue • Attalla, AL 35954 • Phone: 256-538-8051 • FAX: 256-538-8388
The Attalla City Board of Education is committed to equal opportunity in employment and does not discriminate on the basis of age, sex, race, color, religion, disability, or national origin.

POSTED
11/17/2023

TITLE

School Bookkeeper

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KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the principles and practices of bookkeeping and the ability to apply this knowledge to work situations. Considerable knowledge of the laws, rules, and regulations which control budget, internal record keeping activities, and contract procedures. Ability to prepare complete and accurate accounting records and statements. Ability to keep complex records, assemble and organize data, and prepare reports from such records. Ability to operate a computer, designated software, calculator and other office machinery. Ability to express oneself clearly and concisely, orally and in writing.

REPORTS TO

Principal

JOB GOAL

- To maintain financial accounting records accurately and thoroughly according to policy and procedures.

PERFORMANCE RESPONSIBILITIES

1. Plan, perform and supervise the recording of transactions to accounts receivable and maintain records.
2. Prepare periodic financial and statistical statements, reports and tabulations.
3. Enter data and produce periodic computer generated reports.
4. Maintain payroll transactions.
5. Issue purchase orders, check invoices and prepare checks.
6. Prepare reports, reconcile school and bank reports and other related reports.
7. Communicate professionally and effectively with administrators and other contacts. Keep the supervisor informed of potential problems or unusual situations.
8. Follow attendance, punctuality and proper dress rules.
9. **Maintain strict confidentiality regarding school/workplace matters.**
10. Model and maintain high ethical standards.
11. Demonstrate initiative in the performance of assigned responsibilities.
12. Maintain expertise in the assigned area.
13. Participate in training programs offered to increase skill and proficiency related to assignments.
14. Respond to inquiries and concerns in a timely manner.
15. Exhibit interpersonal skills to work as an effective team member.
16. Demonstrate support for the school system and its goals and priorities.
17. Demonstrate initiative in identifying potential problems or opportunities for improvement.
18. May be required to work beyond the 40 hour week.
19. Perform other tasks consistent with the goals and objectives of this position.

TERMS OF EMPLOYMENT

240 Days

SALARY

Attalla City Schools Salary Schedule

EVALUATION

Performance will be evaluated in accordance with provisions of the board policy on evaluation of personnel.