



GUNTERSVILLE

CITY SCHOOLS

Job Announcement

Posted: July 11, 2024

The Guntersville City Board of Education announces the following vacancy for the 2024-2025 school year.

- POSITION:** School Bookkeeper
- LOCATION:** Guntersville High School
- LENGTH OF CONTRACT:** 12 months; 240 days
- QUALIFICATIONS:** High school graduate or recipient of GED; three (3) years secretarial and bookkeeping (Harris Solutions and NexGen) experience preferred; ability to deal with the public tactfully and courteously and to work harmoniously with others on a daily basis; good organizational skills and total discretion required; willing to learn and implement the school system procedures, state laws, and regulations; required background review meeting suitability criteria; and other alternatives as the Board may deem necessary and appropriate.
- SALARY:** Approved salary schedule
- CONTACT:** Amy Waldrop, CSFO
Email: amywaldrop@gcboe.net
Phone: 256-582-3159
- ALSDE HireTrue** Application to apply.
- OBTAIN APPLICATION:** Guntersville City Schools website:
www.guntersvilleboe.com
- DEADLINE:** Interviews will begin immediately. This position will be posted for a minimum of 7 days and will close when the position is filled.

It is the policy of the Guntersville City Board of Education that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity on the basis of sex, race, religion, belief, national origin, ethnic group, or disability. The Guntersville City Board of Education is an equal opportunity employer.