



Montgomery Public Schools
Staff Accountant

Job Title: Staff Accountant
Location: Central Office
Reports to the Director of Finance
Position Announcement Date:
Announcement Number:
Work Term: 240 days (12 months)

Position Overview: To assist the Director of Budgeting and Financial Reporting in coordinating and directing all activities of the Finance Department in carrying out the policies of the Board and the Alabama State Department of Education.

Essential Financial Responsibilities

- Perform monthly bank reconciliations
- Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy; prepare and post journal entries
- Assist with maintaining the Board's fixed asset records
- Monitor and balance various accounts verifying availability of funds and classifications of expenditures; research and analyze transactions to resolve problems
- Maintain the confidentiality of information pertaining to the Board of Education
- Perform other related duties as assigned
- Must be willing to work overtime if needed

Skill in administrative detail

- Proficiency in technology programs such as Word, Excel, and PowerPoint
- Ability to keep business matters confidential
- Knowledge of or ability to quickly learn operations of the section or unit to which you are assigned
- Ability to perform complex arithmetic operations
- Ability to communicate clearly, concisely in oral and written communication, as well as electronic communications
- Ability to establish and maintain effective working relationship with others
- Ability to organize materials and maintain accurate records
- Working knowledge of educational laws and appropriate use of public and non-public funds

Minimum Qualifications

- Bachelor's degree in accounting or equivalent
- Must have at least 9 credit hours in Accounting Course
- Knowledge of generally accepted accounting principles and procedures and their application to basic accounting transactions
- Work experience in governmental accounting desired
- Experience working with calculator and automated software systems
- Oral and written communications skills
- Such other qualifications as may be appropriate or desirable



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Application Procedures and Instructions

- Complete the State of Alabama application on-line ([Application](#)) and reference the specific job number listed above.
- As required by law, and after a job offer is extended, you must agree to a background check, be fingerprinted, and pay a fee of \$46.20.

Physical Requirements*

- Operate a variety of equipment including technological equipment such as computers and copiers.
- Must be able to push, lift, carry, pull, or move objects weighing approximately ten (10) pounds.
- Must be able to speak to convey or exchange information including giving instructions, information, assignments, or directions to students and coworkers when needed.

About MPS

THE MONTGOMERY COUNTY BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER. "NO PERSON SHALL BE DENIED EMPLOYMENT OR BE EXCLUDED FROM PARTICIPATION IN ANY PROGRAM OR ACTIVITY ON THE BASIS OF DISABILITY, SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW."