



Montgomery Public Schools Senior Accountant

Job Title: Senior 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

- Prepares monthly bank reconciliations for numerous accounts in a timely manner
- Maintain and reconcile a variety of ledgers and reports; examine and correct accounting transactions; prepare journal entries and post to the general ledger.
- Provides accounting services essential to the preparation and control of the school district's budget.
- Serves as an accountant for various federal, state and local grants.
- Assists in preparation of financial reports for all funds at the end of each month.
- Checks posting to General Ledgers for all funds and completes positive pay for check disbursements.
- Assists in preparation of the Budget and Financial Report to the State Department of Education, and post budgets and financial statements to the website.
- Assists in various year-end closing functions.
- Assists in completion of various questionnaires on finance.
- Cooperates with the auditors and provides information to them as requested.
- Performs other work and assumes other responsibilities as may be required.
- Adheres to school system rules, administrative procedures, local board policies, and state & federal rules & regulations.
- Engages in professional growth & demonstrates professional ethics & leadership.
- Assists in the development of ongoing professional development activities for directors, principals, teachers, bookkeepers and other staff in regard to accounting/fiscal policies and procedures.
- Performs other duties as assigned.
- Must be willing to work overtime if needed.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university in accounting or a business-related field with at least 15 semester hours in accounting.
- A minimum of three years of successful experience in preparing reports, maintaining accounting records, setting up procedures, preparing financial reports, working with school budgets and budgeting.
- Familiarity with the state licensed budgeting, accounting, and payroll software. Such alternatives to the above qualifications as the Board may find appropriate and acceptable. Must obtain Alabama Association of School Board Officials (AASBO) certification within three years.



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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."