

January 2, 2024

Notice of Vacancy

The **Coffee County Board of Education** is seeking applications for the following Central Office classified position:

Classified

Accounts Payable/Payroll Clerk – Central Office

Qualifications: Minimum two (2) years college in Accounting or Accounting related courses. Consideration will be given to advanced degrees and/or professional certificates. Other related degrees may be considered.

Employment is contingent on the applicant receiving a clear background check and the ability to be bonded.

Job Description

Available upon request.

Salary

Salary is based on the Board's approved salary matrix.

Application Deadline

January 15, 2024, or until the position is filled.

To apply for this position, you must complete an online application. The online application may be accessed at www.coffeecountyschools.org or www.alsde.edu/TeachInAlabama.

Please forward questions and or resumes regarding this position to Mrs. Kelly Cobb, Superintendent, cobbk@coffeecounty.k12.al.us or Mrs. Shannon Odom, Chief Financial Officer, odoms@coffeecounty.k12.al.us

The Coffee County Board of Education is an E-Verify Employer.

The Coffee County Board of Education does not discriminate against any person on the basis of race, color, religion, gender, national origin, age, or disability in any of its educational or employment programs or activities and provides equal access to the Boy Scouts and other designated youth groups.