

**PELHAM CITY SCHOOLS**  
**3160 Pelham Parkway, Pelham, AL 35124**  
**205-624-3700**

**JOB POSTINGS – December 7, 2022**

**Title: Central Office Secretary/Bookkeeper**

**Minimum Qualifications:**

1. Meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457. (Must pass background screening)
2. Must have the physical strength, agility, dexterity, acuity and mobility to perform job responsibilities.
3. Must have the ability to maintain good interpersonal relationships.
4. High school graduate or equivalent (GED) and academic competency in basic skills (\*may be waived by the superintendent only).
5. Such alternatives to the qualifications listed above or below as the Board of Education may find appropriate and acceptable.

**Job Description:**

Carry out all duties related to job as assigned by Superintendent or Supervisors as designated by the Superintendent.

**Salary and Terms of Employment:**

Based on Pelham City Schools' salary matrix – Range: \$36,901 to \$46,565  
12-month position

**Reports to:**

Superintendent or his designee

**Interested Person(s) Should:**

\*Apply for this position by completing an online application through Teach in Alabama at [https://ats1.atenterprise.powerschool.com/ats/app\\_login?COMPANY\\_ID=00008500](https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500)

\*Applicants should also notify [rhollingsworth@pelhamcityschools.org](mailto:rhollingsworth@pelhamcityschools.org) and [sprice@pelhamcityschools.org](mailto:sprice@pelhamcityschools.org)

\*Contact Pelham City Schools with questions regarding application process.

*The Pelham City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs, activities, or employment practices.*

### **Job Performance Responsibilities and Essential Functions:**

1. Provide secretarial services which include typing correspondence, answering the telephone, receiving and distributing mail, reproducing letters, reports, and other communications, keeping inventory of office supplies/equipment and placing orders as needed.
2. Assist CSFO with reports and/or tasks as assigned.
3. Observe Alabama Local School Accounting Procedures.
4. Maintain files and accounting records for all cost-centers, specifically Child Nutrition Program and Construction Projects.
5. Conduct routine bookkeeping duties such as posting ledgers and receipts, balancing accounts, reconciling bank statements, reporting, and making bank deposits.
6. Assign purchase orders and other related documents to the procurement of materials and supplies, specifically for the Child Nutrition Program and Construction Projects.
7. Assist with preparation of monthly and annual financial reports.
8. Assist with preparation of annual budget drafts for Board approval.
9. Assist with processing calendar year-end 1099s.
10. Coordinate or assist with fixed assets and inventory for the System.
11. Cross-train on bookkeeping functions and assumes work assignments as requested.
12. Assist with Payroll functions when needed.
13. Respond to inquiries and concerns in a timely manner.
14. Assist with the closing of the fiscal year as assigned.
15. Assist with the audit as requested.
16. Serve on system committees as required or appropriate.
17. Exhibit effective, positive interpersonal communication skills to work cooperatively with the public, staff members, and administrators as an effective team member.
18. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues, as well as maintain certificate issued through the Alabama Association of School Business Officials (AASBO).
19. Utilize appropriate strategies and problem-solving tools to make decisions regarding general ledger accounting, delivery of services and the evaluation of services provided.
20. Interpret and enforce statutes, Department of Education rules, system policies and procedures as they relate to school system accounting and finance.
21. Be regular and punctual in attendance.
22. Adhere to all Board policies, school system rules, school system administrative procedures, and federal, state, and local laws.
23. Report work absences and take leave in accordance with Board policies, school system rules, school system administrative procedures, and applicable law.
24. Maintain proper and professional relationships with school system employees, students, and visitors.
25. Perform assigned job duties in a courteous and professional manner.
26. Properly care for equipment and material resources of the school system.
27. Maintain confidentiality regarding school and/or workplace matters in accordance with federal and state law.
28. Perform other duties and tasks consistent with the goals and objectives of this position and as assigned by supervisor(s).