

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

JOB POSTINGS – December 7, 2022

Title: SCHOOL BOOKKEEPER
Pelham Park Middle School

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 appropriate 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, Principal, or Supervisors as designated by the Superintendent.

Salary and Terms of Employment

Based on Pelham City Schools' salary matrix – Range: \$40,022 to \$52,250
12-month position

Reports to:

Superintendent, Principal, or Supervisors as designated by the Superintendent or Principal

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

*Applicants should also notify kfinch@pelhamcityschools.org and 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. Perform duties in a manner that promotes good public relations.
2. Effective telephone and communication skills required.
3. Possess physical capability to sit, stand, walk, bend, and lift up to 25 pounds.
4. Possess physical and emotional ability and dexterity as needed to perform assigned tasks in a fast-paced, highly intensive work environment.
5. Perform the usual office routines and practices associated with a busy yet productive and smoothly run office.
6. Obtain, gather, and organize pertinent data as needed and put it into usable form.
7. Maintain a regular filing system, as well as a set of locked files, and process incoming correspondence as instructed.
8. Assist with projects including fundraising as assigned.
9. Make all reports necessary to the school operation as required.
10. Demonstrate knowledge of the School System organization and the local school organization in making job related decisions.
11. Maintain a complete and systematic set of records of all financial transactions as required.
12. Evaluate office procedures and recommend improvements as needed.
13. Make payrolls and keep proper records and supporting documents as required.
14. Receive and receipt monies for the school as required.
15. Audit teacher receipt books as money is received from the teacher as required.
16. Handle banking activities as required.
17. Attend meetings, training, conferences, workshops, and in-service presentations 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).
18. Be regular and punctual in attendance.
19. Adhere to all Board policies, school system rules, school system administrative procedures, and federal, state, and local laws.
20. Report work absences and take leave in accordance with Board policies, school system rules, school system administrative procedures, and applicable law.
21. Maintain proper and professional relationships with students, school system employees, and school visitors.
22. Perform assigned job duties in a courteous and professional manner.
23. Properly care for equipment and material resources of the school system.
24. Maintain confidentiality regarding school and/or workplace matters in accordance with federal and state law.
25. Observe Alabama Local School Accounting Procedures.
26. Perform all school bookkeeping services as assigned by supervisors.
27. Work directly with school principal and CSFO .
28. Perform other job-related duties assigned by supervisor(s).