

NOTICE OF VACANCY
Birmingham City Schools

<http://www.bhamcityschools.org/Page/238>

JOB TITLE: Senior Accountant	REPORTS TO: Director of Accounting/General Ledger		
WORK DAYS: 12 Months (240 Days)	SALARY: Classified 14 Level 4 (\$62,316 - \$80,951)		
LOCATION: Finance Department	FLSA Status:	EXEMPT X	NON EXEMPT
JOB DESCRIPTION: To assist the Director of Accounting/General Ledger 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.			
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none"> • 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 regards to accounting/fiscal policies and procedures. • Performs other duties as assigned. 			
REQUIRED QUALIFICATIONS: <ul style="list-style-type: none"> • Bachelor's Degree from an accredited college or university 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 AASBO certification within three years. 			
SUCH ALTERNATIVES TO THE ABOVE QULIFICATIONS AS THE BOARD MAY REQUIRE.			

APPLICATION REQUIREMENTS:

- Completed Application (Teach in Alabama)
- Resume (uploaded to application)
- Three (3) returned References (Teach in Alabama)

****PLEASE ENSURE ALL INFORMATION IS CURRENT WITHIN A 6 MONTH PERIOD****

PHYSICAL REQUIREMENTS:

Physical strength, mobility, dexterity, stamina, and acuity are required to perform job responsibilities.

REVISED:

October 2022

Please Note: All candidates must submit to a background check (https://www.cogentid.com/al/index_adeNew.htm). Employment is contingent upon candidate meeting suitability criteria as established by Alabama State Department of Education. **The Birmingham Board of Education does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Birmingham Board of Education is required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.**