



Madison City Schools Position Vacancy

Position Title: Federal Programs Bookkeeper-Central Office

Qualifications:

1. High School Diploma with additional college level work in business courses preferred.
2. At least three years of prior federal programs bookkeeping experience, preferred
3. Proficient in the use of microcomputers to include spreadsheet, database, and word processing applications
4. Knowledge of basic office procedures and equipment
5. Effective written and oral communication skills are required
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

FSLA Status: Non-Exempt

Reports To: Accounting Supervisor

Background Check Required: (Ala. Code §§ 16-22A-5)-Upon offer of employment, employees will be required to submit legible fingerprints for a background review by the Alabama Bureau of Investigation and the Federal Bureau of Investigation.

Required Knowledge, Skills, Abilities and Essential Functions:

1. Assist in preparing the required yearly Consolidated Application for Funds and Consolidated LEA Performance Report.
2. Assist the Federal Programs Coordinator in organizing the Parental Involvement Program as required by Title I.
3. Responsible for obtaining purchase orders and managing purchases with all federal program and grant monies.
4. Assist in organizing school and district Federal Programs Committees, to include scheduling, preparing agendas and keeping minutes of the meetings.
5. Assist Federal Program Coordinator in maintaining required paperwork for state and federal audits required by Federal Programs.
6. Work with district and school Title I staff in the area of federal funding support, Title I budgets, Parental Involvement, and inventory.
7. Assist Federal Programs Director by attending workshops and/or seminars concerning related programs, current laws, and changes in all federal programs.
8. Assist Federal Programs Coordinator in the area of testing and assessment as required for Federal Programs.
9. Assist in preparing financial information needed to apply for any federal funding.
10. Assist in preparing the required reports for any federal funds awarded to the District.
11. Assist in organizing and maintaining financial records for all federal funds.
12. Assist in maintaining required paperwork for federal audits in relation to all federal funds.
13. Assist with clerical duties in the area of professional development as required by state and federal guidance.

14. Maintains files and a systematic set of records for financial transactions and processes related to federal programs, DoDEA grants, Impact Aid, etc.
15. Participates and/or assists in special projects, and performs associated administrative duties, as assigned.
16. Assists in preparing and monitoring annual budgets and budget amendments for all Federal Programs, including, but not limited to state and federal allocations, DoDEA grants, Impact Aid, in-kind match, etc.
17. Prepares monthly budget updates for all federal funds and meets on a routine basis with federal programs and grants administrators to monitor and update appropriate budgets
18. Maintains appropriate confidentiality regarding school/workplace matters
19. Engages in professional growth and demonstrates professional ethics
20. Models non-discriminatory practices in all activities
21. Performs other duties as assigned

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, stand, walk and use hands to finger, to handle, or feel objects, equipment, or controls. The employee frequently is required to talk and hear. The employee is occasionally required to reach with hands and arms, climb stairs, bend, stoop, squat, and crouch and kneel. The employee must occasionally lift, push, pull, carry and/or move up to 50 pounds. Specific vision abilities required by this job include near vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

- **This position will be subject to the Students First Act of 2011. Madison City Schools reserves the right to fill this position by transfer of a qualified applicant who is already employed by Madison City Schools.**
- **Under the Students First Act of 2011, no credit toward tenure or non-probationary status is earned in the initial school year of employment if the date of hire occurs after September 30.**

Expected Employment: 240 days/ 8 hrs. (full year)

Evaluation: According to established Board policies and administrative procedures and guidelines.

Salary Range: (Salary based on employment for complete year)

For School District information, please [click here](#)

For Madison City Schools Salary Schedule, please [click here](#)

Created: September 2021