Hartselle City Schools
Position Vacancy

LOCAL SCHOOL BOOKKEEPER

QUALIFICATIONS:

1. High School Graduate
2. Minimum of 2 years bookkeeping experience. Alabama K-12 Governmental Accounting experience preferred.
3. Must meet the suitability criteria for employment and/or certification/licensure under the **Alabama Child Protection Act of 1999** and **Act No. 2002-457**.
4. Receive certification from the Alabama Association of School Business Officials within three years of employment.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

FLSA STATUS:

Non-exempt

SUPERVISOR:

School Principal/ Chief School Financial Officer

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Skill in administrative detail (evidence of high degree of skills in keyboarding and the use of general office machines)
2. Proficiency in technology programs such as Word and Excel.
3. Ability to keep business matters confidential.
4. Knowledge of or ability to quickly learn operations of the section or unit to which assigned.
5. Knowledge of Federal, State and Local restrictions, regulations, guidelines, policies and procedures as they relate to public school finance.
6. Proficiency of the Accounting Systems of the Board
7. Ability to use excellent business English, grammar, spelling and punctuation.
8. Ability to communicate clearly and concisely, orally in writing, and via e-mail and other electronic communication means.
9. Ability to establish and maintain effective working relationships with others.
10. Ability to work effectively under minimum supervision.
11. Ability to organize materials and maintain accurate records.
12. Ability to exercise tact, good judgement and initiative.
13. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

JOB DUTIES AND RESPONSIBLIITIES:

1. Maintain a complete and systematic set of records for all financial transactions of the school.
2. Record detail of school financial transactions on computerized accounting systems or appropriate journals and subsidiary ledgers.
3. Issue purchase orders, receive and review invoices for payment, match invoices to purchase orders and receiving documentation, review for proper account charge numbers, ensure that vendors are paid promptly.
4. Record cash receipts, prepare deposits and make daily deposits of cash.
5. Summarize and balance entries recorded in individual journals and ledgers, and transfer data to ledgers.
6. Reconcile monthly bank statement to school general ledger accounts.
7. Assist in preparing annual school budget, including athletics and all school sponsored organizations.
8. Prepare and maintain Payroll records and submit to Central Office for processing.
9. Trace errors and record adjustments to correct postings to incorrect accounts.
10. Maintain inventory control records.
11. Assist with year-end closing as it relates to local school accounting.
12. Assist with collecting and processing documentation as assigned by administration.
13. Assumes other reasonable and equitable job-related duties as assigned.

CONTRACT PERIOD:

12 Months

TERMS OF EMPLOYMENT / SALARY:

The terms of employment shall be in accordance with the provisions of the ***Hartselle City Board of Education Policy Manual***, the ***Students First Act*** and the ***Hartselle City Board of Education Salary Schedule***. (Salary based on employment for complete year)

EVALUATION:

Performance evaluation shall be in accordance with the provisions of the Board's policies and administrative procedures and guidelines.