



## VACANT POSITION

**Date of Posting:** February 21, 2018

**Title:** ACCOUNTANT  
240 Day Work Term (12-month)

**General Information:** The Midfield City Board of Education is an Equal Opportunity Employer. "No person shall be denied employment or be excluded from participation in any program or activity on the basis of disability, sex, race, religion, natural origin, color or age."

**Reports to:** Chief School Financial Officer (CSFO)

**Supervises:** N/A

**Job Goals:** *To provide accounting services and technical support to the Central Office Finance Department to insure efficient and effective management of financial affairs of the school system.*

### Qualifications:

- Minimum of Bachelor's Degree in Accounting or Finance
- Minimum of three years' experience in school bookkeeping/accounting with computerized accounting systems.
- Knowledge of budgeting and financial statements.
- Task oriented and service oriented work habits.
- Work with experience in governmental accounting,
- Complete the AASBO program for CSFO's within three years.
- Comply with AASBO certificate program continuing education requirements.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### Essential Functions:

- Reconciles all bank accounts monthly.
- Serves as accountant for the local schools
- Maintain a complete and systematic set of records of the financial transactions of the school.
- Record details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as purchase orders payroll records, etc.
- Summarize and balance entries recorded in individual journals and ledgers and transfer data to the general ledger.
- Record cash receipts, prepare bank deposits, reconcile check with bank statements and verify bank balance with statements.
- Receive and review invoices for payments, match invoices with purchase orders and receiving documentation, review proper account charge numbers, and submit payment.
- Prepare financial statements, income statements or other reports needed to reflect financial condition of the school.
- Submit all required reports promptly.
- Maintain the confidentiality of all school related business.
- Perform duties in a manner that promotes good public relations.
- Maintain proper and professional relationship with students, faculty, staff and other employees.
- Be familiar with and follow Midfield City Board of Education policies and procedures.
- Assists in the preparation of monthly and end-of-year financial statements and annual budgets
- Provide auditors and monitoring teams with records and assistance as needed.
- Assist with annual audit preparation.
- Assist with Medicaid reporting.
- Assist with all Bid processes.
- Maintain records for grants and contracts as assigned.
- Maintain Federal Budgets
- Review and code purchase requisitions.
- Serves as back-up payroll clerk
- Reconcile and balance all fixed asset entries to the financial statement monthly.
- Enters and processes cash receipts for local schools and central office.
- Prepares 1099 Forms.
- Assists with maintaining fixed assets in inventory and inventory for schools and CNP.
- Assist in coordination of physical inventory of fixed assets annually.
- Assists with the processing and posting of accounts payable.
- Researches and communicates with vendors regarding billing questions or discrepancies.
- Bills departments for extracurricular transportation and other items as requested.
- Assume other reasonable and equitable job-related duties as assigned by the Chief School Financial Officer (CSFO).

**Required Knowledge, Skills and Abilities:**

- a. Skill in administrative detail
- b. Proficiency in technology programs such as Word, Excel and PowerPoint.
- c. Ability to keep business matters confidential.
- d. Knowledge of or ability to quickly learn operations of the section or unit to which you are assigned.
- e. Ability to perform complex arithmetic operations.
- f. Ability to use excellent business English, grammar, spelling and punctuation.
- g. Ability to communicate clearly, concisely in oral and written communication, as well as electronic communications.
- h. Ability to establish and maintain effective working relationship with others.
- i. Ability to work effectively under minimum supervision.
- j. Ability to organize materials and maintain accurate records.
- k. Ability to exercise tact, good judgment and initiative.
- l. Working knowledge of educational laws and appropriate use of public and non-public funds.

**Evaluation:**

**Job performance for non-probationary personnel will be evaluated by the immediate supervisor based on Board policy. Probationary personnel will be evaluated annually.**

**Salary Range:** Salary is based on board approved salary schedule based on rank, certification, education and experience.

**Procedures for Applying:** Applicants must submit their application through the Teach in Alabama website: [www.alsde.edu](http://www.alsde.edu).

**Send a Cover Letter with along with your Current Resume in a sealed envelope to:**

**Mr. Leon Dowe, Jr., CSFO  
Midfield City Board of Education  
417 Parkwood Street  
Midfield, AL 35228  
Attention: Accountant Position**

*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 (HB 402 Act 99-361) Alabama Legislature.*

**Job will be posted for fourteen (14) days or until position is filled.**