

System/School	Orange Beach City Schools
Job Number	2300285624
Job Title	School Bookkeeper 2024-25
Job Type	Classified - Position - School Positions - Bookkeeper
Start Date	
Duty Days (Help)	240
Reports To	
Job Posting Link	
Salary Range: From/To	
Endorsements	
Coaching/Club Interests	
Technology Literacy	

Qualifications:

Description

- Holds a high school diploma or equivalent / Bachelor's degree preferred
- Post-secondary training in bookkeeping or accounting or minimum of three (3) years bookkeeping experience
- Computer skills, word processing, data entry, and experience with accounting software
- Task oriented and service oriented work habits
- Proficiency in oral and written communication skills
- Demonstrates aptitude or competence for assigned responsibilities
- Alternatives to the above qualifications as the Board might find appropriate and acceptable

Additional Job Information	
Grades	
Open Date	04/02/2024
Closing Date	
Job Attachment	

The State 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.

Alabama school boards are 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.