

Calhoun County Schools **Position Vacancy**

Position Tracking Number: S-24-193

Position: Bookkeeper

Location: Pleasant Valley High School

Opening Date: June 25, 2024

Closing Date: July 2, 2024

Expected Date of Employment: July 15, 2024

Qualifications:

- High School Diploma or GED
- Knowledge of bookkeeping and office procedures
- Valid Alabama Driver's License
- Demonstration and record of strong moral character
- Meet background clearance requirements
- Strong communication skills
- Strong computer skills
- Ability to perform several tasks simultaneously
- Such alternatives to the above qualifications as the Calhoun County Board of Education deems appropriate

Duties/Responsibilities:

- Maintain accurate bookkeeping records
- Receipt money and prepare bank deposits
- Prepare purchase orders and requisitions
- Accounts payable
- Monthly bank reconciliation
- Monthly financial reports
- Prepare payroll reports
- Create and maintain yearly budget
- Work closely with faculty and staff on maintaining fund balances
- Maintain budget and issue requisitions for grants and grounds allotment funds held at the Board
- Develop a strong communication system among school personnel and between parents and the school
- Perform other duties as assigned by administration

Length of Contract/Terms:

240 days / 7.5 hours daily

Compensation:

As per Board salary schedule for this position

Application Process:

Submit an application, résumé, and Applicant Disclosure/Release form to:

Mr. John Godwin, CSFO
Calhoun County Schools
P. O. Box 2084
Anniston, AL 36202