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## **POSITION ANNOUNCEMENT**

**March 16, 2022**

The Homewood City Board of Education is currently seeking applicants for:

### **Elementary School Bookkeeper – 12 month**

Applicants should be properly qualified for the position. Salary will be based on experience and qualifications. (Non-certified, 12 month/240 days)

Applications may be [submitted here](#).

Internal applicants should only submit an email of interest and a current resume to Lynn Buch.

*It is the policy of the Board that no person in this district shall, on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s), or an affiliation with the Boy Scouts of America, be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention, and promotion.*

**HOMEWOOD CITY SCHOOLS**  
**Role Description**

**POSITION TITLE:**           **Elementary School Bookkeeper – 12 months**

**QUALIFICATIONS:**       High school diploma with additional certification/degree in accounting and/or business

Previous experience with computerized accounting systems with NextGen preferred

Demonstrate aptitude and competence for assigned responsibilities

Minimum 2 years office experience

**JOB SUMMARY:**       Maintains accurate school financial records in compliance with the regulations set forth by Homewood City Schools and the Alabama State Department of Education

**REPORTS TO:**           Principal and Chief School Financial Officer

**ESSENTIAL DUTIES AND RESPONSIBILITIES (include but not limited to):**

- Maintains a positive and cooperative attitude toward students, staff, parents, and other visitors while maintaining strict confidentiality.
- Maintains a complete and systematic set of records of all financial transactions of the school on the designated computerized accounting system.
- Maintains purchase orders for local school funds and teachers' instructional funds for the Central Office.
- Ensures that school accounts maintain positive account balances.
- Prepares/Records daily cash receipts and deposit(s).
- Responsible for accounts payable, accounts receivable and monthly reconciliation of bank statements.
- Prepares monthly financial reports and submits to Board within established timelines.
- Responsible for preparing annual school budget, including amendments to the original budget.
- Responsible for online payment setup, maintenance, imports, and reconciliations.

- Traces errors and records adjustments to correct charges or credits posted to incorrect accounts.
- Willing to learn additional software, procedures, etc. as needed.
- Prepares records for annual audit.
- Responsive to suggestions from supervisors and auditors.
- Responsible for maintaining AASBO Local School Certification.
- Performs other duties as assigned by Principal, Chief School Financial Officer, and Assistant to CSFO.

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