



Homewood City Schools

OFFICE OF THE SUPERINTENDENT

450 Dale Avenue, Homewood, AL 35259-9366

Phone: 205-870-4203 • Fax: 205-879-5970 • homewood.k12.al.us

Please Post

POSITION ANNOUNCEMENT

March 18, 2021

Secondary School Bookkeeper

Interested applicants should hold a high school diploma with additional certification/degree(s) in accounting and/or business.

The tasks of the bookkeeper include but are not limited to maintaining a complete and systematic set of records of all financial transactions of the school on the designated computerized accounting system, facilitating purchase orders for local school funds and teachers' instructional funds, preparing and recording cash receipts, ensuring daily deposit(s), reconciling bank statements and preparing financial reports monthly.

Applications may be obtained by visiting the Homewood City Board of Education Central Office at 450 Dale Avenue in Homewood, or by visiting our website at <http://www.homewood.k12.al.us> and completing a non-certified application. From the menu select Employment....Non Certified Staff....Employment Application.

Applications may be submitted to:

Dr. Kevin Maddox
Homewood Board of Education
450 Dale Avenue
Homewood, AL 35209

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

POSITION TITLE: Secondary School Bookkeeper

QUALIFICATIONS:

- Degree in Accounting/Business preferred
- At least two years school bookkeeping experience
- Previous experience with computerized accounting systems with NextGen preferred.
- Demonstrated aptitude and competence for the assigned responsibilities.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal and Chief School Financial Officer

PERFORMANCE RESPONSIBILITIES:

- 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.
- Responsible for athletic ticket sales 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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