



# CRENSHAW COUNTY PUBLIC SCHOOLS

DR. BOYD K ENGLISH  
SUPERINTENDENT OF EDUCATION

183 VOTEC DRIVE  
LUVERNE, ALABAMA 36049

**POSTED: April 20, 2017**

## BOARD OF EDUCATION

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The Crenshaw County Board of Education announces that applications are now being accepted for the following position for the 2017-2018 school year.

## **School Bookkeeper**

### **MINIMUM QUALIFICATIONS:**

**BOOKKEEPER**– Applications are now being accepted online for this position and must be made online.

Applicants must have the following:

A high school diploma or equivalent, supplemented by business courses in bookkeeping or accounting. Minimum of three years bookkeeping experience or an equivalent combination of training and experience. Considerable knowledge of the principles of the laws, rules, and regulations controlling budget, internal record keeping activities and contract procedures. Ability to prepare complete and accurate accounting records and statements. Ability to express oneself clearly and concisely, orally and in writing. Area of certification, experience, qualifications will be determining factors in the selection and a valid background review conducted by the ABI and FBI pursuant to the Alabama Child Protection Act of 1999 and ACT No. 2002-457, be fingerprinted and pay a \$51.40 fee. This is required by law meeting the suitability criteria for employment.

No individual will be employed without a formal online application on file and a personal interview.

### **SALARY:**

Commensurate with experience in education as determined by the Boards approved salary matrix.

### **APPLICATIONS:**

Applications will be accepted through **May 3, 2017** or until positions is filled. Interested applicants should submit an online application through TeachInAlabama through the Alabama Department of Education at <http://www.alsde.edu/TeachinAlabama> and attach credentials. Selected applicants whose applications are complete will be scheduled for interviews as needed.

Application Process Questions contact: Crenshaw County Board of Education  
Attention: Mrs. Fran Hughes 334-335-6519 ext. 9212  
183 Votec Drive  
Luverne, Alabama 36049

**Crenshaw County Board of Education is an Equal Opportunity Employer.**

PHONE: (334) 335-6519 FAX: (334) 335-6510 E-MAIL: [ccboe@crenshaw-schools.org](mailto:ccboe@crenshaw-schools.org) WEB: [www.crenshaw-schools.org](http://www.crenshaw-schools.org)