

## JOB ADVERTISEMENT

The Saraland Board of Education will be accepting applications for the following position for the 2018-2019 school year:

### SARALAND EARLY EDUCATION CENTER

CLASSIFIED:

#### Bookkeeper (12-month position)

**All applicants should apply electronically. To obtain an electronic application, visit the Teach in Alabama website at [www.alsde.edu/teachinAlabama](http://www.alsde.edu/teachinAlabama), complete the State of Alabama electronic application, and attach it to the specific job number.**

All positions with the Saraland Board of Education require submission of a copy of current driver's license or valid picture identification, a copy of Social Security card, completion of a TB skin questionnaire, and background clearance through the State of Alabama Department of Education. Certified positions will also require submission of a copy of valid teaching certificate (Alabama or out-of-state) if applicable, as well as unofficial transcripts indicating all coursework and degree conferral date(s) from regionally accredited colleges/universities.

#### **Qualifications:**

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

Effective communication skills as well as Microsoft Office software, clerical, bookkeeping or accounting experience preferred.

#### **General Performance Responsibilities:**

Tasks include but are not limited to performing office clerical duties, 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, prepares/records cash receipts and ensures daily deposit(s), reconciles bank statements and prepares financial reports monthly.

Exhibits a positive and helpful attitude toward students, staff, parents, and other visitors while maintaining strict confidentiality.

Performs other duties as assigned by Principal and Chief School Financial Officer.

**Advertisement: 04/06/18**

**Deadline to apply: 04/20/18**

**The Saraland School System is an Equal Opportunity Employer.**

No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.