



Jon Bret Smith
Superintendent

Lawrence County

BOARD OF EDUCATION

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Excellent Instruction, Every Class, Every Child, Every Day

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VACANCY ANNOUNCEMENT

PLEASE POST

POSITION: Central Office Bookkeeper

Vacancy 2627-112

JOB DESCRIPTION: To assist in the administration of the school's business affairs so as to provide the maximum services for the financial resources available. (Locator 10.04)

REQUIRED QUALIFICATIONS: High School Diploma or equivalent. Computer literate and proficient in Excel; Must be willing to take the clerical exam.

LOCATION: Central Office

SALARY: Salary Schedule adopted by the Lawrence County Board of Education for the effective date of employment.

CONTRACT LENGTH: 12-month

APPLICANTS: Persons interested in applying for this position must complete the state online application process at www.lawrenceal.org and link to HireTrue. Applicants must have supporting documentation of their credentials online.*

POSTING DATE: July 13, 2026

DEADLINE FOR APPLYING: July 19, 2026 or until filled

* It is the policy of this school district, that there shall be no discrimination against any employee or applicant for employment by reason of race, color, national origin, creed, marital status, sex, age, or handicap.