JASPER CITY SCHOOLS
VACANCY - INTERNAL ONLY
NOVEMBER 3, 2026

POSITION:	**Local School Bookkeeper – 12 Month** **Jasper Jr. High School**
JOB DESCRIPTION:	**Attached**
REQUIRED QUALIFICATIONS:	**1. High school diploma** **2. Experience as secretary/bookkeeper** **3. Proficient in the use of technology, including Excel and Word software** **4. Ability to type proficiently** **5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable**
SALARY SCHEDULE:	**Per Salary Schedule**
SUBMIT APPLICATION TO:	**ALSDE Hire True Website OR** **Jasper City Board of Education** **P.O. Box 500** **110 17th St. West** **Jasper, AL 35502**
DEADLINE FOR APPLICATION:	**November 9, 2026 or Until Filled**

Equal Education/Employment Opportunity Statement
It is the official policy of the Jasper City School District that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

TITLE: Jr. High / High School Bookkeeper

QUALIFICATIONS:
1. High school diploma or higher
2. Must be proficient in Microsoft Word and Excel
3. Bookkeeping experience preferred
4. Office experience preferred

REPORTS TO: Principal and Chief School Financial Officer

JOB GOAL: To assure the smooth and efficient operation of school bookkeeping/accounting functions.

EXPECTED WORKDAY: 8 Hours

FSLA: Non-exempt

PERFORMANCE RESPONSIBILITIES

1. Process accounts payable invoices and checks.
2. Issue purchase orders.
3. Issue and monitor teacher receipt books, and assist with teacher training in correct use of receipt books.
4. Collect, record, and deposit cash receipt funds daily.
5. Reconcile bank statements monthly.
6. Complete and upload to CSFO all required financial statements and reports monthly.
7. Perform all duties involving annual State Classroom Supply monies, including producing & collecting ballots for budget committee, assisting committee with budget planning, and submitting final budgets in a timely manner.
8. Track all Classroom Supply teacher spending and balance monthly.
9. Assist principal in preparing and submitting annual school budget.
10. Perform all duties involving school purchasing cards, including monthly statement reconciliation, monitoring purchasing card signed agreements, and collecting reimbursements as necessary.
11. Track daily staff attendance, including substitute staffing and time clock adjustments.
12. Compile staff attendance records and submit monthly payroll information to Central Office.
13. Assist with new student registration and enrollment, and assist with updates.
14. Assist with collection of student handbook information and faculty handbook information.
15. Assist with initial classroom organization procedures, including class rosters, schedules, teacher check-off lists, supply orders for teachers, desk charts, student materials orders, etc.
16. Assist athletic coaches and faculty sponsors with all extra-curricular fund-raising, event ticketing, and collections of funds.
17. Assist principal and other staff with various duties as they arise.
18. Any other duties as assigned by principal/supervisor.
19. Attendance is an essential function of the job.

TERMS OF EMPLOYMENT: 12 Month Contract

EVALUATION: Performance of this job evaluated in accordance with Board's policy on Support Evaluation.

Signature: _____ Date: _____

Approved by Human Resource Director: _____ Date: _____

JASPER CITY SCHOOLS
SALARY SCHEDULE FOR SUPPORT PERSONNEL
2026-2027

		STEP 0	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
STEP	**DAYS/MONTHS**	0-2	3-5	6-8	9-11	12-14	15-17	18-20	21-23	24-26	27+
Jr. High & High School Bookkeeper	240/12	40,633	43,604	45,193	46,145	47,096	48,048	49,000	49,952	50,904	51,856