JASPER CITY SCHOOLS
"ANTICIPATED VACANCY"
NOVEMBER 3, 2026

POSITION:	**Local School Bookkeeper – 12 Month Elementary**
JOB DESCRIPTION:	**Attached**
REQUIRED QUALIFICATIONS:	**1. High school diploma or higher** **2. Must be proficient in Microsoft Word and Excel** **3. Bookkeeping experience preferred** **4. Office experience preferred** **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.

JASPER CITY SCHOOLS **POSITION DESCRIPTION 2084**

TITLE: Elementary 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 the Central Office 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 iNow 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. Maintain school office equipment (copiers, laminators, signs), including maintenance contract renewal and supply inventory.
17. Renew annual curriculum software agreements.
18. Assist principal and other staff with various duties as they arise.

19. Any other duties as assigned by principal/supervisor.

20. 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+
Elementary & Intermediate School Bookkeeper	240/12	35,857	38,829	40,417	41,369	42,321	43,273	44,225	45,177	46,129	47,080