

JOB VACANCY NOTICE

The Pike County Board of Education is accepting applications for the position of **Secretary/Bookkeeper in the Central Office**. Requirements are as follows:

Education

Requirements: High school diploma required; further education and experience preferred.

Qualifications:

Applicants must possess a good working knowledge of bookkeeping and be proficient in computerized bookkeeping. Applicants must be able to maintain all accounting and financial records as prescribed by board policy and generally accepted accounting principles and standards. The successful applicant will be required to perform duties including accounts payable, payrolls, purchase orders, preparation and monitoring of budgets, financial reports, and correspondence for various programs. Governmental accounting experience desired.

The position requires efficient performance of secretarial duties, as needed, including use of Microsoft Office.

Salary Information:

This is a twelve months position. Salary is according to the approved salary schedule, to be discussed during interview. Includes health insurance, retirement and other benefits.

Deadline for applications:

Applications will be accepted until Wednesday, July 2, 2008.

Apply to: Pike County Board of Education
101 W. Love Street
Troy, AL 36081
Phone: 334-566-1850

Pike County Board of Education is an equal opportunity employer.