Iredell - Statesville Schools
Together, Ensuring Student Success by Igniting a Passion for Learning
Human Resource Services
Administrative Office Building

VACANCY ANNOUNCEMENT

POSITION: BOOKKEEPER
Elementary School

SALARY: State Salary Schedule Salary Grade 59

QUALIFICATIONS: Graduation from high school with preference given to associates degree in accounting or business administration; or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities. A strong financial background is preferred. The candidate must hold a North Carolina Driver's License. Must get proper certification as a NC Notary Public.

RESPONSIBILITIES: Serves as the personal confidential secretary to the school principal:

- Maintains accurate financial records of all individual school accounts
- Receipts money and keeps computerized accounts of all transactions and generates reports as needed.
- Writes and process checks
- Prepares bank accounts and reconciles bank statements
- Performs all payroll related duties for staff members
- Schedules activities and manages the master calendar for the school
- Monitors the school budgets allotment
- Types, proofreads and uses appropriate software to generate professional reports such as accident reports and fire drills
- Maintains Worker's Compensation/OSHA reporting
- Orders and distributes supplies as needed
- Performs general clerical and secretarial duties
- Manages the substitute calling system
- Maintains confidentiality in matters pertaining to the school and students.
- Other duties as assigned

REPORTS TO: Principal

Malcolm Baldrige National Quality Award 2008 Award Recipient

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CONTACT: Submit an on-line application to Human Resources Department
Iredell-Statesville Schools
PO Box 911
Statesville, NC 28687
704-872-8931

Iredell-Statesville School employees may apply by submitting their transfer request and resume through the online process for internal candidates. Other interested persons may apply by completing the online process for external candidates. Please go to Iredell-Statesville School Human Resources, Employment, Classified.

IF THE POSITION IF FILLED BY AN EMPLOYEE TRANSFERRING, THEN THIS VACANCY ANNOUNCEMENT WILL SERVE AS NOTICE FOR THAT VACANCY.

TERM OF EMPLOYMENT: 12 Months
APPLICATION DEADLINE: Until Filled
BEGINNING DATE: ASAP

The Iredell-Statesville Schools is an equal opportunity employer and does not discriminate on the basis of sex, race, creed, color, national origin or handicapping conditions.

Malcolm Baldrige National Quality Award 2008 Award Recipient