

September 24, 2019

The Troy City Board of Education announces that applications are now being accepted for the following position:

**Troy City Schools**

**BOOKKEEPER**

Qualifications:

1. High school diploma, college degree preferred with college course work in business related field preferably accounting.
2. Two years of successful diversified office experience, of which at least one year shall have been in connection with school operations; or equivalent combination of training and experience.

Knowledge, Skills and Abilities:

Extensive knowledge of the operation and program of the school system. Considerable knowledge of office practices and procedures, grammar, spelling, and business correspondence. Knowledge of basic accounting and bookkeeping procedures. Ability to exercise independent judgement. Ability to deal effectively and courteously with students, school personnel, and the general public. Computer skills required.

The procedures for employment are:

1. Applications to be submitted to the address below;
2. Applications will be received until October 7, 2019; or until position is filled;
3. Interviews will be scheduled;

An application may be received from the Troy City Board of Education, [www.troyschools.net](http://www.troyschools.net) or 358 Elba Hwy, Troy, AL 36079.

Troy City School System is an equal opportunity employer.