



## Lowndes Academy

Post Office Box 99 • 215 South Broad Street  
Lowndesboro, AL 36752-0099

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### LOWNDES ACADEMY

#### JOB DESCRIPTION

Title: Lowndes Academy Foundation Bookkeeper

Reports to: Lowndes Academy Board and Headmaster

#### Key Responsibilities

- Payroll
- Payroll Taxes
- Document Teacher Leave
- End the year W-2/1099 forms, etc.
- Accounts Payable
- Accounts Receivable – Deposits
- Balance Bank Statements
- Filing
- Prepare and Finalize Cash Boxes
- Organize Foundation Fundraiser and Meeting
- Manage Insurance Policies
- Financial Reports as needed
- Monitor General Ledger Monthly

#### Experience

- Minimum of at least 3 years of bookkeeping experience required
- Knowledge of SAGE Program and FACTS preferred

Salary: Commensurate with Qualifications

Please contact Barry Mohun (Lowndes Academy Headmaster) at [bmohun@lowndesacademy.org](mailto:bmohun@lowndesacademy.org) if interested.