

Position Title: Staff Accountant

Position Code: 10612

Salary Range: \$52, 7 61.60-\$88,524.00

Position Location: Federal Programs Section, Gordon Persons Building, Montgomery

Open Date: January 2025

The Federal Programs Section of the Alabama State Department of Education (ALSDE), Montgomery, intends to fill one (1) Staff Accountant position.

Duties will include, but will not be limited to the following:

- Review and approve LEA federally funded budget transfers and/or amendments.
- Research, interpret, and implement statutory federal guidance for program compliance.
- Conduct fiscal reviews to monitor compliance with federal grants.
- Provide technical support on federal grant financial policies and procedures.
- Prepare, update, and track grant programs and expenditures to ensure timely completion of reports.
- Assist in preparing for USED audit monitoring visits and reviews.

Education:

- A minimum of bachelor's degree from an accredited* four-year college or university with a major in Accounting.

Experience:

- A minimum of two (2) years performing professional-level accounting, financial auditing and/or compliance auditing work.
- Knowledge of federal grant guidelines preferred.


Other Skills:

- Effective verbal and written communication skills
- Effective computer skills including the ability to develop and utilize spreadsheets and databases
- Organizational skills
- Ability to use problem-solving skills to generate solutions
- Ability to interpret budgets and contracts
- Team-oriented, flexible, and attentive to detail

How to apply:

Step 1:

To be considered for this position, you must be on the employment register for this classification. Employment registers are established through the Alabama State Personnel Department. Please visit their website at [Alabama State Personnel](#)

[Department](#)  for instructions on the application process. **Contact the Alabama State Personnel Department at 334-242-3389 for questions regarding the application process.**

Step 2:

After you receive notification from the Alabama State Personnel Department that you have been placed on the employment register, you may:

Alabama State Department of Education

Attention: Dr. Molly Killingsworth

5334 Gordon Persons Building

PO Box 302101

Montgomery, AL 36130-2101

Or email as an attachment to: mkillingsworth@alsde.edu.