



BOARD OF DENTAL EXAMINERS OF ALABAMA
5346 Stadium Trace Parkway
Hoover, Al 35244-4583
PHONE 205-985-7267

Position Available: Bookkeeper

The Board of Dental Examiners of Alabama is a semi-autonomous agency of the State of Alabama. The Board is comprised of seven members. Six members are licensed dentists and one member is a licensed dental hygienist. The Board is responsible for the administration and enforcement of the laws and administrative regulations governing the practice of dentistry and dental hygiene in Alabama. The responsibilities of the Board include the examination, licensure, and registration of applicants whom it finds to be qualified to practice dentistry and dental hygiene; efforts to ensure that all licensees are in compliance with the Dental Practice Act (*Code of Alabama* § 34-9-1, *et seq.* (1975)) and relevant portions of permanent administrative regulations; the authority to make, amend, and adopt reasonable rules and regulations governing the conduct of dentists, dental hygienists, and other dental auxiliaries; and the obligation to undertake, when appropriate, adjudicatory proceedings and disciplinary action against licensees.

Responsibilities:

- Review and process payments for vendor invoices;
- Record all receipts and prepare deposit of received funds;
- Maintain ledgers of accounts;
- Conduct a monthly reconciliation of all bank accounts;
- Work with Financial Secretary to prepare a monthly financial report;
- Prepare and process employee payroll in accordance with State of Alabama requirements;
- Maintain records of employee timekeeping and accrued/used leave (ie., annual and sick leave and holidays) in accordance with State of Alabama requirements;
- Process reimbursements for travel and expenses in accordance with State of Alabama requirements;
- Maintain an orderly accounting filing system;
- Assist with maintaining the chart of accounts;
- Assist with preparing annual budget for the Board's consideration;
- Assist with maintaining the approved annual budget;
- Assist with preparation for private financial and state audits;
- Assist with preparation of required disclosures to State of Alabama Finance Director's office;
- Assist with compliance with local, state, and federal reporting requirements; and,
- Such other duties as the Board may determine.

Minimum Qualifications:

Candidate should have an Associate's Degree or higher in accounting, or equivalent business experience, as well as knowledge of bookkeeping and generally accepted accounting principles, techniques, and procedures. Candidates must have:

- Minimum of two years' responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger, and financial reports;
- Knowledge and experience with Quickbooks software;
- Knowledge and experience with MS Word and Excel;
- Knowledge and experience with payroll processing software;
- Knowledge of regulatory requirements of processing payroll transactions and payroll returns;
- Knowledge and experience with employee timekeeping and calculation of accrued/used leave leave (ie., annual and sick leave and holidays) in accordance with State of Alabama requirements;
- Knowledge and experience with calculation and reimbursement of travel and other expenses in accordance with State of Alabama requirements;
- Must have the ability to perform multiple concurrent tasks;
- Ability to clearly communicate, both verbally and in writing;
- Ability to maintain strict confidentiality regarding all matters;
- Possess collaborative skills and have the ability to interact with all personality types and maintain a professional demeanor at all times; and,
- Demonstrated leadership ability, sound judgment, and integrity.

Oversight and Supervision:

The Bookkeeper is supervised by the Executive Director with immediate reporting to the Financial Secretary and will be subject to an annual review by the Board and the Executive Director.

To Respond:

Send a cover letter and resume, including references, to the Board of Dental Examiners of Alabama. You may email your application materials to **linda@dentalboard.org**.

You may mail or deliver your application materials to:

**Board of Dental Examiners of Alabama
5346 Stadium Trace Pkwy, Ste. 112
Hoover, Alabama 35244**

The deadline for submissions is **December 31, 2016**. For questions or additional information on this position, please contact the Board by emailing questions to linda@dentalboard.org.

The Board of Dental Examiners of Alabama is an Equal Employment Opportunity employer.