

**DEARBORN PUBLIC SCHOOLS
PROFESSIONAL STAFF POSITIONS**

TITLE: Accounting Technician Specialist P-12

- QUALIFICATIONS:
1. Associate Degree in Accounting or an equivalent combination of college course work and years of related relevant Accounting experience required.
 2. Experience in a public school setting with an emphasis on grants & federal programs desirable.
 3. Demonstrated proficiency with computer based accounting packages.
 4. Experience developing analysis spreadsheets and other data queries using Microsoft Excel.
 5. Ability to pass Accounting test.

REPORTING

RELATIONSHIPS: Supervisor of Accounting and/or the Director of Business Services

PERFORMANCE

RESPONSIBILITIES:

1. Assist District in general ledger maintenance using State guidelines to ensure compliance with account formats.
2. Responsible for maintaining and monitoring select district, state, federal, & private grants. Independently create appropriate general ledger accounts, work closely with grant Administrator to ensure financial compliance.
3. Provide support to all district employees related to general ledger accounts.
4. Cash reconciliation of general fund sweep & investment accounts and other district accounts as required.
5. Assist in coding & recording select District cash receipts.
6. Assist in preparation of State & Federal reports as requested.
7. Execute non-repetitive wire transfers as directed.

Accounting Technician Specialist P-12 (cont)

8. Assist in balancing and closing ledger annually.
9. Assist in analysis and preparation of audit requirements and requests.
10. Provide financial analysis as needed.
11. Responsible for all aspects of HFCC tuition waiver maintenance.
12. Maintain, evaluate, review, correct and post accounting transactions as needed ie: PESG and P-CARD.
13. Budget verification analysis.
14. Bank reconciliations
15. Prepare and post journal entries.
16. Assist in accounting work related to bond activity.
17. Other duties as assigned by the Director of Accounting and Payroll or the Executive Director of Business Services.

TERMS OF

EMPLOYMENT: 12 Months, DFSE Salary Schedule

EVALUATION: Annually