



Warren Woods Public Schools Human Resources Department

NOTICE OF VACANCY

POSTING DATE:	August 9, 2017	REPORTS TO:	Deputy Superintendent
POSITION:	Accountant/Child Care Biller	SALARY:	Salary Range: \$45,000 - \$49,000
LOCATION:	Administration Service Center	DEADLINE:	Until Filled

APPLICATION PROCESS FOR EXTERNAL APPLICANTS: For full consideration of your candidacy please complete the entire online application on the **Warren Woods Public Schools Human Resources website at www.warrenwoods.misd.net** by the deadline.

Qualifications:

- Bachelor's Degree in accounting/finance/business preferred
- MSBO Business Office Specialist (BOS) Certification or willingness to acquire
- School District experience preferred
- Ability to handle multiple project and prioritize tasks
- Ability to prepare, analyze and interpret financial data and reports as required
- Demonstrated knowledge of purchasing rules/regulations
- Computer and Software Competence (spread sheet, publications, word processing, etc.) AS/400 experience preferred
- Working knowledge of the educational system
- Evidence of high standards of ethics, honesty, and integrity in personal and professional matters

Performance Responsibilities:

- Assists in the preparation of, adjustment to, and monitoring of district budget
- Responsible for working with external auditors and providing them with information and schedules to perform the annual audit
- Performs financial analysis to identify and correct problems
- Assists buildings/departments in understanding financial data and procedures
- Prepare monthly Balance Sheet reports
- Prepares district daily deposits for bank pick-up
- Posting of District cash receipts
- Prepare monthly computer generated budget updates on all funds and programs
- Monitor the internal accounting process
- Assist in administering district wide on-line payment process
- Prepare weekly child care billing and complete Department of Human Services state billing
- Prepare and distribute accurate invoices to parents
- Record childcare payments
- Ensures billing is accurate and creates weekly billing and collections summary
- Produce and review aging reports in order to provide information on overdue balances
- Cross-train other staff to ensure appropriate backup coverage
- Maintains inventory of district-wide vehicles, certificates of insurance, registrations, titles, and vehicle plates
- Reconciles bank statements as assigned
- Assists in the quoting and purchasing of technology related items
- Assists Payroll Supervisor as needed on a weekly basis
- Processes Payroll when Payroll Supervisor is on vacation
- Processes invoicing of all building rentals
- Performs other duties as assigned

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WORKING CONDITIONS:

Language Skills – Ability to read, analyze, and interpret documents. Ability to write, correspondence. Ability to effectively present information and respond to questions from administrators, staff, parents and students.

Mathematical and Reasoning Skills – Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee works within an office setting and move about as needed. The job typically requires minimal physical exertion; individuals in this position may be on their feet throughout the workday. The person in this position needs to occasionally move about inside the office and building. In addition, the person may need to occasionally push or lift equipment or boxes. The employee may need to travel to other buildings occasionally. The employee will need specific vision abilities to perform office work. The employee may be required to meet multiple demands from several people and interact with the public and other staff.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed primarily indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.
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In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Warren Woods School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender/sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact (586) 439-4401.

Inquiries related to discrimination on the basis of disability should be directed to: Justin Michalak, 504 Coordinator, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4464.

Direct all other inquiries related to any other discrimination to: Stacey Denewith-Fici, Superintendent, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4417
