



# FLINT CULTURAL CENTER ACADEMY

Position Title: Accountant

Location: Flint Cultural Center Academy, Michigan

Reports To: Director of Business Services, Superintendent / CEO

Employment Type: Full-time, Exempt

Start Date: Immediate

Application Deadline: March 31, 2026

## Position Overview

The staff Accountant will assist the lead financial and operational officer for the academy, working closely with school leadership, board oversight, and external partners including the Flint Cultural Center Corporation. This role is responsible for supporting daily business operations to ensure fiscal responsibility and alignment with the academy's mission.

## Key Responsibilities

- Assist with the development of the annual operating budget and cash-flow projections.
- Maintain the general ledger and financial records in accordance with generally accepted accounting principles and state/federal requirements.
- Coordinate with the Flint Cultural Center Corporation CFO and/or business office staff for payroll processing, accounts payable/receivable, and financial reporting.
- Assist in the preparation of monthly, quarterly, and year-end financial statements, variance analyses, and audit schedules.
- Ensure compliance with the Michigan Department of Education (MDE) reporting requirements, charter school statutes, and grant guidelines.
- Support the Superintendent/CEO and coordinate with the Flint Cultural Center Corporation Director of Finance to maintain/revise procurement processes, assist with the negotiation of vendor contracts, assist with the preparation of bid/proposal requirements, and help ensure cost-effective resource allocation.
- Monitor fund balances, ensure adherence to board policies and budgetary control, and work to maintain positive fiscal position.
- Collaborate with school leadership on strategic planning, financial forecasting, and resource alignment.
- Support board of directors/finance committee by assisting with the preparation of financial reports, recommendations, and presentations.

1200 Robert T. Longway Blvd • Flint, MI 48503 • (810) 339-8750 • [fccacademy.org](http://fccacademy.org)

**At FCCA, we are family. We are adventure seekers who are rooted in CREW and empowered by the arts to create high-quality work. We are fearless and accept the responsibility to impact our community.**

## **Minimum Qualifications**

- Bachelor's degree in accounting
- Thorough knowledge of accounting principles
- Strong proficiency with accounting software (e.g., SchoolsOpen or similar) and spreadsheets.
- Experience with accounts payable and payroll
- Excellent oral and written communication skills; ability to present financial information to various stakeholders.
- Demonstrated attention to detail, analytic capability, ethic of integrity, and ability to handle confidential information.

## **Preferred Qualifications**

- Preferred: Certified Public Accountant
- Minimum of 3 years of experience in public school finance, fund accounting, or a similar setting.
- Knowledge of Michigan public school accounting rules, financial reporting systems (e.g., NexSys) and grants administration.
- Experience with charter school finance or Michigan public school academy operations.
- Understanding of procurement and bid requirements under Michigan law.
- Skilled in financial forecasting, scenario-analysis, and strategic resource management.
- Ability to manage multiple priorities and thrive in a fast-paced educational environment.

## **Compensation & Benefits**

- Salary: \$55,000 - \$65,000 (based on experience)
- Benefits: Health, vision, & dental insurance (or cash option), paid time off, professional development
- Location: Flint, Michigan

## **Application Instructions**

Submit the following materials to Amy Tamalunas, Executive Assistant, by email, to [atamalunas@fccacademy.org](mailto:atamalunas@fccacademy.org)

1. Cover letter addressing your interest in this position and your relevant experience.
2. Current résumé.
3. A list of three professional references (with contact information)

Application deadline is March 31, 2026. Applications will be reviewed on a rolling basis, and the position may be filled prior to the deadline.

The Flint Cultural Center Academy does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. The person designated to handle any questions and/or complaints concerning the non-discrimination policy of the Flint Cultural Center Academy is school CEO, Eric Lieske, 1200 Robert T. Longway Blvd., Flint, MI 48503 (810-339-8750).