



ANNOUNCEMENT OF VACANCY

February 16, 2026

Ferndale Public Schools Equity Vision Statement

At FPS, we are a school family of continual learners. We support each and every student to develop their purpose, plan, and passion. We encourage and honor dialogue about the histories, cultures, and goals of our communities. We actively and intentionally facilitate equitable access and representation, meaningful participation, and high expectations for ALL.

Visit our employment page by clicking [here](#).

Details:

Position: Accountant
Location: Central Office
Reports to: Director of Finance
Pay Rate: Competitive annual salary, commensurate with education and experience
Start Date: Immediately
Group: Exempt

Qualifications:

- Bachelor's degree in Accounting or a related field or five plus years of experience in a Public School Finance office.
- Proficiency in Business Plus software, preferred.
- Exposure to Payroll is beneficial.
- Ability to organize and prioritize work day and to handle multiple tasks simultaneously.
- Ability to think critically and creatively.
- Ability to maintain confidentiality of information and records, knowledge of FERPA preferred.
- Ability to accurately and efficiently perform tasks requiring attention to detail.
- Ability to take initiative and possess "self-starter" qualities.
- Proficiency in the Microsoft Office applications, as well as in accounting and payroll software.

Responsibilities:

- Responsible for maintaining the general ledger and other financial records of the District.
- Prepare and post journal entries.
- Prepare bank reconciliations and book/wire transfers (including debt payments) and handle daily banking transactions/questions.
- Prepare numerous financial reports (SE-4096, SE-4094, Medicaid Allowable Expenditure Report, Quarterly Medicaid Outreach, Facility Settlement Report, FID, annual sales and use tax form).

- Work with Deputy Superintendent of Operations, building leaders and other staff on completion of Child Nutrition Application, certification of monthly school meals claims, catered events reconciliation, and monthly contractor invoice.
- Maintain accounts receivables and prepare A/R invoices (NSF).
- Maintain on-line purchase card information and process adjustments.
- Allocate property tax receipts to appropriate funds and reconcile tax receipts to general ledger.
- Assist District staff in interpretation of budget reports and budget adjustments and the usage of correct account numbers.
- Provide training to district staff in accounting procedures and proper use of the Business Plus financial system.
- Assist with cash flow projections and investment of funds.
- Maintain (add/delete) account numbers as needed in accordance with State requirements.
- Assist the Director of Finance with the preparation of the annual financial audit.
- Prepare annual transparency reports and post to the District website.
- Perform other duties as assigned.
- On site presence is required.

Other qualifications are considered in the final selection of a person to fill this position. The search for a highly qualified applicant for this position is not restricted to this district.

Application Deadline:

February 24, 2026, or until filled

Application Procedure:

Internal applicants: please submit a letter of interest and resume to thomas.shelton@ferndaleschools.org

External applicants: can apply at [Certified Positions at FPS.](#)

For questions regarding this position please contact Human Resources at 248-586-8662.

An Equal Opportunity Employer

It is the policy of the Ferndale Board of Education not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic in School District activities, programs, and employment.
