

## INTERNAL/EXTERNAL

**POSITION:** Accountant

**QUALIFICATIONS:** Bachelor's Degree in Accounting, preferred.  
3 years qualifying experience, preferred.  
Demonstrated Microsoft Office Suite proficiency, required.

**CERTIFICATIONS:** Valid Driver's License required.  
MSBO Certification, preferred.

**SUMMARY:** To assure the smooth, timely, efficient and accurate operation of the finance office so that the office's maximum positive impact on the educational system can be realized as an effective part of the educational process. Responsible for assisting the Finance Director with a variety of accounting tasks including budgeting and reporting.

**PRIMARY DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

- Work effectively with numbers; handle stress effectively.
- Provide accounting and computer services essential to the preparation, administration, supervision, and control of the budget.
- Update, monitor, and help prepare original budgets and all budget modifications.
- Assist with grant management and reporting of assigned Federal, State, and Local grants.
- Play a key role in the audits of all accounts and records annually by an independent, certified public accountant selected by the Board and provide information to them as requested.
- Play a key role in other annual audits when requested, such as workers compensation, ORS, and grant fiscal reviews and audits.
- Responsible for assigned reporting such as the SE-4094, SE-4096, FID, AOP, MAER, and CTEIS.
- Perform monthly reconciliation of bank accounts.
- Promote and be actively involved in implementing management programs/philosophies.
- Compile and analyze financial information; accounts in general ledger.
- Establish, modify, document and coordinate implementation of general accounting system.
- Verify and input journal entry requests.
- Assist in preparation of district financial reports; ensure all reports meet State, Local, Federal, and In-District reporting requirements.
- Assist in the day-to-day business operations of the district; including payroll, accounts receivable, accounts payable, and other projects as directed.
- Assist with cross training of staff.
- Participate in workshops/conferences as directed, including travel as necessary.
- Contribute to a positive, respectful, and collaborative team culture by communicating effectively, supporting colleagues, and demonstrating professionalism in all interactions.
- Team collaboration and knowledge sharing.
- Positive two-way communication.
- Responsible for maintaining confidentiality in all aspects of work.
- Responsible for following the Michigan Public School Record and Retention manual.
- Responsible for maintaining sufficient documentation of work by utilizing an efficient and effective storage method.



# Position Opening

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- Be present in buildings with regular and continued attendance and punctuality.
- Follow all Board Policies, Staff Handbook and Administrative Guidelines.

**SALARY:** Academic, Technical and Administrative Support Group (ATAS) salary schedule.  
Commensurate with candidate's educational and experience background.

**DATE OF POSTING:** October 21, 2025

**APPLICATION DEADLINE:** November 5, 2025

**APPLICATION PROCEDURE:** Cover letter/resume/transcripts/certifications must be submitted online via the employment link at:

[www.baisd.net](http://www.baisd.net)

*Policy Against Discrimination and Retaliation (Title II, Title VI, Title VII, Title IX, Section 504)*

*The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bay-Arenac ISD provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other orientation status protected by federal, state or local law.*

*Grievance Procedure:* *If any person believes the Bay-Arenac ISD or any part of the school organization is in some way discriminating on the basis of race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by the Bay-Arenac ISD, he/she may bring forward a complaint which shall be referred to as a grievance, to the Bay-Arenac ISD Civil Rights Coordinator at the following address: Becky Smith, Director of Human Resources, Civil Rights Coordinator, Bay-Arenac ISD, 4228 Two Mile Road, Bay City, MI 48706, 989-667-3201.*