



Every child. Every opportunity. Every time.

**Accounting Supervisor
Business and Finance
12 Month Executive Assistant Salary Schedule**

**Grade 4
Salary Range of \$65,158 - \$78,037**

Scope of Responsibilities

Kalamazoo Public Schools is seeking a highly skilled and experienced Accounting Supervisor. The Accounting Supervisor reports to the Chief Financial Officer and supervises the accounting functions in the general business area of Business and Finance.

Performance Responsibilities

1. Oversees cash deposit processing, accounts receivable billings and accounts payable functions.
2. Supervises the activities of the Accountant and Accounts Payable Clerks.
3. Works with district staff and parent groups to establish and maintain student/school activity funds.
4. Co-manages district banking functions.
5. Oversees credit card processing.
6. Maintains the district web store, trains district users and oversees related accounting entries.
7. Responsible for month and year end closing procedures, sales tax reporting/payment, and the issuance of 1099's.
8. Prepares program budgets and cost reports as required for various agencies.
9. Completes annual internal audits of district programs.
10. Assists with the management of the purchasing card system.
11. Prepares and/or reviews monthly bank reconciliations.
12. Reconciles general ledger accounts and prepares necessary accounting entries with appropriate audit trail.
13. Responsible for various audit workpapers and assisting auditors, with district's financial records.
14. Assists Business Office and district personnel with identifying, analyzing and solving accounting problems/questions.
15. Provides training on accounting procedures and the financial system to district staff.
16. Develops and enforces district accounting policies and procedures.
17. Performs other duties as assigned.

Minimum Qualifications

1. Bachelor's degree in Business Administration with a major in accounting or equivalent experience.
2. Minimum of two years performing detailed accounting functions.
3. Evidence of a working knowledge of data processing.
4. Proficient in Microsoft Office and Google Suites.
5. Ability to work independently and effectively in stressful situations, with a high level of organizational and problem solving skills.
6. Excellent communication skills.
7. Maintains integrity and ethical approach to duties and responsibilities.
8. Evidence of a desirable work record (high accuracy, low absenteeism, flexibility and good performance)

Desirable Qualifications

1. Prior experience working with large data processing systems.
2. Previous school district accounting experience.
3. Successful experience in a multicultural urban educational setting.
4. MSBO certification for Business Office Specialist or higher.

Interested applicants should apply online and attach their resume, transcripts and letters of recommendations.

**Position will be posted until filled
Visit our website at: www.kpsjobs.com**

Kalamazoo Public Schools is an Equal Opportunity Employer.