

Office of Human Resources
31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION: Accounting Manager

LOCATION: Administration Building

SALARY: \$74,998 – \$99,818

*(Central Office Administrator
Grade 7 - based on qualifications/
experience)*

POSTING DATE: July 16, 2026

DEADLINE: Until Filled

SCHEDULE: Full-Time 12-Month

START DATE: As soon as available

REPORTS TO: Director of Finance

JOB SUMMARY:

The Accounting Manager is responsible for ensuring the accurate and efficient coordination of daily financial operations within the district's Business Services Office. Working closely with the Director of Finance, the Accounting Manager oversees routine accounting functions — including cash management, accounts payable, accounts receivable, payroll, and grant reporting — and serves as a key point of contact for district staff regarding financial processes and procedures. The position directly supervises the Payroll Coordinator, Accounts Receivable Specialist, and Accounts Payable Specialist.

The following duties are illustrative and not exhaustive. Work assignments will be determined based on evolving organizational needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Manage the daily financial operations of the Business Services Office to ensure accurate, timely, and well-controlled financial transactions:
 - a. Oversee banking activities, including daily cash management, wire and ACH transfers, and bank reconciliations
 - b. Review and approve cash disbursements and purchasing card transactions; create and/or approve manual journal entries
 - c. Manage the month-end and year-end close processes in the district's financial management system, BusinessPlus
 - d. Record and reconcile district investments and local tax revenue
 - e. Adhere to and enforce accounting policies, procedures, and internal controls; recommend improvements as needed
 - f. Support coordination of district purchasing activities in collaboration with the Director of Finance, ensuring compliance with applicable procurement requirements

2. Assist the Director of Finance with accounting activities to support accurate financial reporting and compliance:
 - a. Prepare monthly financial statements, state reports (including SE4096, SE4094, and the Financial Information Database), and other required financial submissions
 - b. Prepare audit schedules and serve as a primary liaison for audit communications during the annual financial audit
 - c. Support grant accounting, including preparation, submission, drawdown requests, and reporting for state, federal, and local grants
 - d. Assist with budget development, amendments, and monitoring
3. Serve as a knowledgeable and accessible resource for district staff on financial processes and procedures:
 - a. Communicate and interpret business office procedures, accounting requirements, and financial policies to building and department staff
 - b. Respond to staff inquiries regarding expenditure coding, purchase orders, invoice status, payroll, and other routine financial matters
 - c. Provide guidance to staff on allowable expenditures under grants and other restricted funds
 - d. Assist in maintaining and updating the district's business procedures manual to reflect current practices and policy requirements
4. Direct the day-to-day activities of the Business Services Office staff reporting to this position:
 - a. Supervise, support, and evaluate the Payroll Coordinator, Accounts Receivable Specialist, and Accounts Payable Specialist
 - b. Assign work, establish priorities, and monitor the timeliness and accuracy of work product across supervised functions
 - c. Provide coaching, training, and professional development support to direct reports
 - d. Identify and address operational gaps or inefficiencies in supervised functions; recommend and implement process improvements
 - e. Ensure appropriate backup coverage and cross-training across supervised positions

QUALIFICATIONS:

The candidate selected for this assignment will be the one who offers the best combination of qualities in accordance with the following standards and requirements:

Professional Experience and Credentials

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field required
- Minimum of five years of professional experience in accounting, finance, or business office operations; public sector or school district experience is preferred
- Supervisory experience is preferred but not required; demonstrated ability to lead, support, and develop staff is valued
- Demonstrated pursuit of professional development relevant to the position; Michigan School Business Officials (MSBO) Business Office Manager and/or Business Office Specialist certification is preferred; district will fund costs of pursuing such certification if selected candidate does not currently possess

Technical Expertise

- Working knowledge of GAAP and governmental accounting standards; familiarity with the Michigan Public School Accounting Manual (Bulletin 1022) and other K-12 state financial requirements is preferred
- Experience working in an enterprise financial accounting system; familiarity with BusinessPlus software is an asset
- Proficiency in Microsoft Excel and other tools for financial analysis, reporting, and data management

- Experience with grant accounting, including federal and state grant compliance, drawdown processes, and closeout procedures

Communication and Leadership

- Ability to communicate and explain financial information clearly and effectively, both verbally and in writing, to staff and administrators without financial backgrounds
- Demonstrated ability to establish and maintain positive working relationships with colleagues, supervisors, and district staff across departments
- Adeptness at establishing priorities, resolving problems, and meeting deadlines in a fast-paced environment with multiple competing demands
- A high degree of honesty, integrity, and discretion, including the ability to maintain confidentiality of sensitive financial and personnel information

SALARY AND BENEFITS:

Salary range for the 2026-27 school year is in accordance with Central Office Administrator Grade 7 salary range, and will be determined based on the candidate's qualifications and experience.

Fringe benefits include:

- Full family medical, dental, and vision insurance
- 23 vacation days
- Personal days
- Illness income protection
- Long-term disability insurance
- Life insurance
- Merit pay
- Board-Paid Tax-Sheltered Annuity
- Full eligibility to participate in a Michigan Public School Employee Retirement System retirement plan. Options for new Michigan school employees are a Defined Contribution plan with a total 9% employer contribution or a Hybrid retirement plan that includes both Pension and Defined Contribution components.

METHOD OF APPLICATION:

Interested candidates meeting the above qualifications must complete the online application through the Oakland Human Resources Consortium website by the deadline listed. The posting can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Open Administrative/Supervisory Positions**. In addition, upload your LETTER OF INTEREST, CURRENT RESUME, and REFERENCES.

BIRMINGHAM PUBLIC SCHOOLS STATEMENT OF NON-DISCRIMINATION

NOTICE OF The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Specialized Instruction and Student Services, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Can we