



Hastings Area School System

Title:	District Accountant
Reports To:	Assistant Superintendent of Business and Finance
Salary:	\$60,000-\$70,000 + Comprehensive Benefits
Terms:	Full time; 12 months

Position Summary

Hastings Area School System is seeking a highly motivated and detail-oriented District Accountant to join our Business Office team. This position plays a key role in maintaining the financial integrity of the district through financial reporting, budget support, grant compliance, and accounting operations. The successful candidate will work collaboratively with district leadership to support responsible stewardship of public funds and ensure financial resources are aligned with student success.

Key Responsibilities

- Process financial transactions and maintain the general ledger
- Perform month-end close and prepare GAAP financial statements
- Assist with grant drawdowns and compliance documentation
- Support budget preparation and monitoring
- Reconcile bank accounts and credit cards
- Support property tax collection and reconciliation
- Develop and monitor internal controls
- Serve as backup for accounts payable
- Prepare cash flow, Medicaid, audit and financial reports
- Perform other assigned duties

Qualifications

- Bachelor's degree in accounting required
- Fund accounting experience preferred
- Accounts payable and payroll experience preferred
- Experience with integrated accounting systems required
- Microsoft Office proficiency required

Other Knowledge, Skills, and Abilities

- Strong independent judgment and decision-making skills
- Strong analytical and problem-solving skills, including the ability to analyze financial data, reconcile discrepancies, and resolve issues effectively.
- Self-starter with the ability to take initiative, exercise sound judgment, and work independently with minimal supervision.

Certificates, Licenses, Registrations

- MSBO Business Office Manager (BOM) Certification preferred; or the ability and commitment to obtain certification within three (3) years of hire.

Why Join Hastings?

- Meaningful impact in public education
- Collaborative leadership team
- Stable employment and excellent benefits
- Professional growth opportunities

If interested in this position, please apply at:

<https://jobs.redroverk12.com/org/1069/opening/207779?sourceName=Google>

This position will be posted until filled.