



Senior Accountant

Department: Business Office
Reports To: Chief Financial Officer
Location: Kimball, Michigan
FLSA Status: Non-Exempt
Employment Type: Full-Time
Compensation: \$70,000-\$80,000, Based on Experience

Position Summary:

The Senior Accountant supports the schools' financial operations by performing advanced accounting functions and overseeing core business office processes. This position supports business office staff (e.g., accounts payable, payroll, and accountants) and ensures accurate, timely financial reporting in alignment with Michigan School Accounting Manual (MSAM), GAAP, and state/federal compliance requirements. The role serves as a key support to the Chief Financial Officer and performs duties as assigned.

Essential Duties and Responsibilities:

- Prepare and review monthly financial statements, budget vs. actual reports, and internal management reports.
- Perform general ledger reconciliations, journal entries, and account analysis in compliance with MSAM.
- Assist with development of annual budgets and mid-year amendments.
- Support year-end closing procedures and annual audit preparation.
- Track and monitor federal and state grant expenditures (Title, IDEA, Section 31a, other grants applicable).
- Assist with MEGS+ submissions and documentation compliance under EDGAR and ESSA.
- Prepare or assist with financial components for SE-4094, SE-4096, FID reporting, and other required MDE submissions.
- Support business office staff (AP, AR, payroll, accountants).
- Train staff on financial procedures, internal controls, and use of financial software.
- Review staff work for accuracy, timeliness, and compliance.
- Oversee payroll reconciliation processes, retirement reporting/tracking, and benefit tracking.
- Review accounts payable batches, vendor documentation, and coding for MSAM compliance.
- Assist with cash flow tracking, bank reconciliations, and deposit oversight.
- Maintain and improve business office procedures and ensure strong internal controls.
- Recommend process enhancements to improve accuracy, efficiency, and compliance.
- Ensure compliance with policies, purchasing requirements, and state/federal regulations.
- Conduct research and data analysis as requested by the business office
- Perform other duties as assigned

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred
- 2–5 years of experience in accounting or school finance
- Knowledge of GAAP and governmental/fund accounting principles
- Strong proficiency in Microsoft Excel and familiarity with financial systems; knowledge of **SMART** is a plus
- Knowledge of school grants and school financial reporting
- Excellent attention to detail, accuracy, and problem-solving skills
- Ability to manage multiple deadlines and maintain confidential information with discretion
- Strong customer service and communication skills to effectively interact with employees and vendors
- Ability to interpret and apply policies, procedures, and regulations related to school finance office

Working Conditions:

- Office environment within a school central office
- May require occasional extended hours to meet deadlines
- Frequent use of computers, standard office equipment and software applications

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Should you have any questions, please contact Brandy Pavlik at pavlikb@fromthesummit.com