Marysville Public Schools

"Personalize learning for every student through rigor, relevance and relationships."

495 East Huron BLVD • Marysville, MI 48040 • OFFICE: 810.364.7731 • FAX: 810.364.3150

http://www.marysville.k12.mi.us/

VACANCY NOTICE

The Marysville Public Schools is accepting applications for the following position:

Accounting Clerk – Business Office

Hours/Time/Calendar/Pay:
8:00 am-4:30 pm, Monday-Friday (37.5 hours/week)/52 weeks/$21.00 per hour

Effective: Immediately

Reports to: Executive Director of Business and Finance

Position Summary:
The Accounting Clerk supports the District's Business Office through financial recordkeeping, account reconciliations, journal entry preparation, audit and year-end support, grant and bond expenditure tracking, fixed asset management, and accounts payable backup. The position requires accuracy, confidentiality, organization, and independent judgment while ensuring compliance with District policies, financial procedures, and applicable regulations.

Qualifications:

- High school diploma or equivalent.
- Proficiency in mathematics, data entry, recordkeeping, and general office procedures.
- Strong analytical, organizational, communication, and interpersonal skills with attention to detail and accuracy.
- Proficiency in Microsoft Excel or Google Sheets, word processing applications, and the ability to learn computerized accounting systems.
- Ability to analyze and reconcile financial information, maintain confidentiality, prioritize tasks and meet deadlines.

Preferred Qualifications:

- Associate degree, college coursework, or training in accounting, finance, business administration, or a related field.
- Experience with general ledger accounting, bank reconciliations, journal entries, audit preparation, or fixed asset records.
- Experience in a public school district, governmental accounting environment, or other fund-accounting setting.

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Job Responsibilities:

- Reconcile bank, general ledger, and balance sheet accounts; review transactions, resolve discrepancies, and prepare draft journal entries.
- Prepare audit schedules, supporting documentation, and financial records while maintaining internal controls and confidentiality.
- Monitor grant and bond expenditures, reconcile budgets, verify account coding, and prepare financial reports.
- Maintain fixed asset records, track additions and disposals, and reconcile inventories.
- Assist with year-end closing, reconciliations, schedules, and adjusting entries.
- Provide backup support for accounts payable, including invoice processing, payments, and vendor inquiries. Follow District policies and financial procedures, maintain accurate records, meet established deadlines, and perform other accounting and Business Office duties as assigned

Deadline to Apply: 11/09/2026

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.
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