



1585 Meisner Road
East China, MI 48054
Phone: 810-676-1033
Fax: 810-676-1034

Business Office Specialist - Accounts Payable

The East China School District is seeking a detail-oriented and organized Business Office Specialist - Accounts Payable to join our Business Office team. This position is responsible for processing accounts payable transactions, maintaining accurate financial records, and supporting daily business office operations while ensuring compliance with district policies, procedures, and applicable regulations.

QUALIFICATIONS:

Associate's degree in Accounting and minimum of two years of accounting experience preferred

Two years of accounts payable experience

Prior experience working in a school business office is highly desired

Skilled with spreadsheet and database software; proficient in Google, OneDrive, and Microsoft Office Suite

Ability to maintain accurate records and prepare reports from such records

Strong verbal, written and interpersonal skills and ability to get along well with others

Must exhibit a pleasant personality and positive attitude toward working with staff, students, and community members; maintain high moral character, confidentiality, and possess a good attendance record

Ability to multi-task and use self-initiative to plan and complete short and long-term projects in a timely manner

ESSENTIAL RESPONSIBILITIES:

The following duties are representative and not intended to be all-inclusive.

- Accurately enter, code, and maintain accounts payable transactions within the District's financial system in a timely manner
- Review, verify, and process vendor invoices for accuracy, appropriate approvals, and compliance with District policies and applicable regulations
- Match invoices to purchase orders and receiving documentation, resolving discrepancies as needed
- Prepare and process payments, including checks and electronic disbursements, ensuring proper authorization and allocation across District funds
- Maintain organized and auditable records of invoices, purchase orders, payments, and supporting documentation in accordance with record retention requirements
- Respond to vendor inquiries regarding invoice status, discrepancies, and payment timelines in a professional and timely manner
- Maintain accurate vendor records, including collection and verification of required documentation such as W-9 forms
- Assist in month-end and year-end closing processes, including reconciliation of accounts payable records
- Support the annual financial audit by compiling requested documentation and responding to auditor inquiries
- Ensure adherence to internal controls and segregation of duties to safeguard District financial assets
- Perform other duties as assigned to support business office functions and overall District operations

REPORT TO: Finance Director

TERMS OF EMPLOYMENT: 52 week position, 7:30 a.m. to 4:00 p.m. - 8 hours daily

ANNUAL SALARY: \$40,000 - \$45,000 with full benefit package

APPLICATION PROCEDURES:

Apply online at: <http://www.applitrack.com/eastchina/onlineapp/default.aspx?all=1>; Position is open until filled.

The District does not discriminate against any applicant or employee based on race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis.