



## **Job Description for School Business Intern**

**JOB TITLE:** School Business Intern

**DEPARTMENT:** Business Office

**REPORTS TO:** Finance & Business Director

**WORK LOCATION:** CCRESA Administration Building, 1013 S. US 27, St. Johns, MI

**WORK SCHEDULE:** 2 Days per Week/7.5 hour Days/College Semester

**SALARY SCHEDULE:** \$20 per hour

### **SUMMARY**

The goal of the Clinton County RESA (CCRESA) business office internship program is to introduce college students interested in accounting, business, or other finance-related fields to the opportunities in public school business. This rewarding sector may encompass a wide range of responsibilities and duties, including general ledger accounting, grant accounting, budgeting, business management, payroll, human resources, operations, and more. This internship will provide training and on-the-job practical experience.

The School Business Intern must be currently enrolled in an accredited college or university. College credits may be available, dependent upon the intern's coordination with the appropriate college department. The School Business Intern will be required to work on-site to facilitate interaction with CCRESA staff and to become familiar with the wide variety of work necessary to support public schools.

The School Business Intern works closely with the Finance/Business Director to learn about and support the financial operation of CCRESA and the districts for which CCRESA provides financial services. Primary areas of knowledge and responsibility include cash receipts, general ledger accounting and reconciliation, grant accounting, and accounts payable and procurement card management.

The School Business Intern may assist the Finance/Business Director with budget preparation and monitoring and training users on the CCRESA financial system. The School Business Intern may become familiar with employee benefits and payroll and may assist in the reconciliation of general ledger accounts that are impacted by those processes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The intern would have an opportunity to assist with and to learn any or all of the following:

#### **Cash Receipts:**

1. Prepare, record and deposit cash receipts, maintaining adequate internal control and appropriate banking procedures.

2. Record, deposit or seek reimbursement for petty cash.
3. Identify, request, and coordinate invoices to CCRESA customers and monitor collections.
4. Coordinate with other Business Office staff and record or make sure that miscellaneous electronic bank transactions are recorded accurately.

Accounting:

1. Prepare and process journal entries as necessary to record or correct CCRESA financial transactions.
2. Reconcile balance sheet and operating accounts in the general ledger.
3. Provide in-depth financial transaction analysis.
4. Maintain CCRESA's chart of accounts in compliance with state standards.
5. Actively participate in the year-end financial book closing process by processing accruals and other transactions necessary to appropriately reflect the financial status of the organization.
6. Prepare financial information for the annual CCRESA external audit and collaborate with other Business Office staff and the auditors.
7. Assist in state Financial Information Database reporting.
8. Assist program areas and process final close-outs and reports for grants.

Accounts Payable and Procurement Card:

1. Process accounts payable and provide customer service for local school district(s) under the direction of the local district business manager.
2. Provide back up to the CCRESA Accounts Payable accountant and maintain familiarity with all accounts payable processes.
3. Process and coordinate all procurement card transactions.

Reporting:

1. Prepare monthly accounting reports for the Board of Education.
2. Train and provide assistance to CCRESA staff so they can access the Skyward system and review data related to their program areas.
3. Prepare grant reports and cost reports.
4. Prepare cash flow projections and provide analysis for future cash flow needs and investment potential.
5. Provide in-depth financial transaction analysis upon request.
6. Prepare and distribute taxable value and tax rate reports.
7. Coordinate and assist in state Financial Information Database reporting.
8. Prepare and update transparency reports.

Financial System (Skyward) Collaboration:

1. Attend professional development and training on the Skyward system.
2. Review, analyze, and make recommendations on continued improvement and use of the financial system.
3. Train and provide assistance to CCRESA staff so they can access the Skyward system and review data related to their program areas.

Other:

1. Assist the Finance/Business Director with budget development and budget monitoring exercises.
2. Monitor expenditure and revenue reports and provide analysis related to budget balances.
3. Assist in the development of grant budgets and identify appropriate accounting code blocks.
4. Use grant systems to enter grant budgets and provide information for grantors as needed.
5. Provide back-up for payroll and employee benefit processes.
6. Other duties as assigned.
7. Regular in-person attendance

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.*

## **SUPERVISORY RESPONSIBILITIES**

Not Applicable

## **QUALIFICATIONS**

**Education:** The expectation is that the intern would be pursuing a Business, Accounting, or Finance-related degree.

**Experience:** None required.

**Certificates, Licenses, Registrations:** None required.

### **Other knowledge, skills and abilities:**

1. Ability to prioritize work and meet deadlines.
2. Ability to make accurate arithmetic calculations.
3. Knowledge base of computer programs including accounting systems, word processing, spreadsheet program, and office management software.
4. Ability to type with speed and accuracy.
5. Ability to maintain moderately complex and automated accounting records in an orderly and accurate manner.
6. Ability to generate special computerized reports and schedules with minimum direction.
7. Ability to maintain confidentiality.
8. Ability to use judgement.
9. Organization skills – ability to maintain and access data and records.
10. Communication skills – ability to express ideas clearly and concisely, in writing and verbally.
11. Interpersonal skills – cooperative, courteous, flexible, good natured, and concerned with being helpful and making a good impression.
12. Effective work skills – conscientious, persistent, resourceful, and productiveness.

## **PHYSICAL DEMANDS**

Physical demands of the job are as follows:

1. Sitting – possibly for long periods of time.
2. Standing – some
3. Walking – some
4. Bending – some
5. Stooping – some
6. Lifting – may involve periodic moving/lifting of boxed records and supplies.

Specific vision abilities required by this job include close vision.

## **WORK ENVIRONMENT**

School office environment. It is anticipated that some stress will be associated with this position primarily due to deadlines and irregular workflow. It is necessary that the individual has the capacity to remain calm, considerate, and tactful.

## **POSITION TYPE/EXPECTED HOURS OF WORK**

Some flexibility in hours is allowed, but the employee is generally expected to work 2 days per week, 7.5 hours per day and be available during the core work hours of 9:30 a.m. to 3:30 p.m. (lunch hour permitted). Occasional evening and weekend work may be required as job duties demand. Regular on-site attendance is expected.

## **TRAVEL**

The employee may be asked to travel between the school districts in Clinton County on occasion.

## **TO APPLY**

Please [click here](#) to apply, or refer to the CCRESA website at [ccresa.org](http://ccresa.org) and click on the **Job Opportunities** tab at the top of the page.

It is the policy of the Clinton County Regional Educational Service Agency (RESA) that no discriminatory practices based on sex, pregnancy, childbirth, and related medical conditions; sexual orientation; and gender identity, race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Special Education Director, 1013 South US-27, St. Johns, MI 48879, email [rthelen1@ccresa.org](mailto:rthelen1@ccresa.org), or call 989-224-6831.

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## Who We Are

We are delighted that you are considering joining Clinton County Regional Educational Service Agency (CCRESA), an organization dedicated to providing exceptional educational and support services for all learners.

At CCRESA, we believe our people are our greatest strength. Every role within our agency, whether in classrooms, support services, leadership, or operations, contributes to creating meaningful opportunities for students, families, and educators across Clinton County.

## What You'll Find at CCRESA

- **Mission-Driven Work** - Our mission guides everything we do: to provide quality services for learning through innovative collaboration, communication, and leadership. At CCRESA, you'll be part of a team that turns those words into action every day by supporting districts, empowering educators, and improving outcomes for students.
- **Shared Core Beliefs** - These beliefs shape our decisions, our interactions, and our collective purpose. We believe that:
  - Everyone deserves an environment that is nurturing, safe, respectful, and provides a sense of belonging;
  - Education is a shared responsibility of the home, school, and community;
  - All students are unique individuals who learn, have a purpose, and can contribute to society;
  - In providing high-quality and equitable services and leadership to those who we serve;
  - Instructional decisions and design practices are based on the needs of the whole learner;
  - Expectations, effort, instruction, relationships, and results matter.
- **Commitment to Excellence and Innovation** - We are proud to lead with curiosity and creativity. Whether developing new initiatives, expanding partnerships, or strengthening existing systems of support, CCRESA is a place where innovation is encouraged and excellence is expected.
- **Professional Growth and Support** - At CCRESA, learning never stops. We invest in the development of our staff through ongoing professional learning, leadership opportunities, and collaboration with talented colleagues who share a passion for education and service.
- **Impact That Matters** - Every role at CCRESA has a ripple effect—supporting educators, shaping programs, and improving outcomes for students across Clinton County. Here, you'll know your work matters.
- **Comprehensive Benefits** - We offer competitive compensation and a benefits package that supports the well-being of our employees and their families.

If you are passionate about education, inspired by service, and energized by collaboration, we invite you to explore a career with Clinton County RESA. Together, we can continue to provide exceptional educational and support services that make a lasting difference for all learners.