

PLEASE POST

ACCOUNTS PAYABLE/PAYROLL ACCOUNTANT I

Date Posted: April 9, 2024
Closing Date: April 30, 2024
Anticipated Start Date: As Soon As Possible
Department: Finance Office

Summary: The Payroll / Accounts Payable Accountant I will be responsible for performing a combination of payroll processing and accounts payable processing for the ISD or certain assigned local districts for which the JCISD provides financial services. Payroll responsibilities include the verification of data, balancing of accounts and distribution of funds as necessary to fulfill the payroll. Additional payroll responsibilities include maintaining accurate, up-to-date files of all payroll information in accordance with district and ISD procedures, GAAP, and other applicable laws, preparing government reports, and working with representatives of government, unions, retirement agencies and the HR departments as required. Accounts Payable responsibilities include the processing of requisitions, generating of Purchase Orders, receipt of invoices and processing of payments from the JCISD on behalf of the assigned local districts. An orientation toward customer service must be obvious in the performance of all job duties.

Essential Duties and Responsibilities: Work is performed under the general supervision of the Assistant Director of Finance. The Payroll / Accounts Payable Accountant I is also accountable to the ISD Business Manager or the LEA Business Manager(s) responsible for the district(s) which the Payroll / Accounts Payable Accountant is supporting. General responsibilities of this position will include any combination of the following tasks (not necessarily all inclusive):

1. Process payroll data and maintain accurate, up-to-date files of all payroll information in accordance with district procedures, Generally Accepted Accounting Principles (GAAP), and other applicable laws and rules.
2. Balance payroll and withholding accounts.
3. Prepare required governmental reports, including retirement, IRS, W-2's, etc.
4. Distribute payroll deductions in compliance with local, state and federal laws.
5. Work with representatives of government, employee unions and retirement agencies to provide information.
6. Process employment verifications and final salary affidavits.
7. Implement changes in current employees' deductions or withholdings as needed, and process pay adjustments or other changes which affect payroll.
8. Submit retirement payments and retirement reports, as dictated by the Office of Retirement Services.
9. Process all contracts, contract changes and adjustments as approved by the Board of Education.
10. Assist with medical insurance and other benefit related issues including deductions and open enrollment.
11. Assist with and serve as a resource for other benefit / HR-related issues such as FMLA, unemployment, retirement, etc.
12. Process disbursements in payment for goods and services received by the assigned district(s).

13. Assemble invoices to be paid, check accuracy of amounts and accounts to be charged, in accordance with procedures established by the employer.
14. Prepare list of payments due for management approval, post to accounts, and process payment to vendors.
15. Maintain vendor files.
16. Research and answer inquiries regarding status of accounts payable accounts.
17. Establish rapport with employees and key personnel from the districts they support in order to respond to questions or issues related to payroll and / or payables.
18. Assist with the day-to-day administration of the purchasing card program.
 - Establish limits and purchasing profile for each card holder.
 - Serve as reference and provide assistance to card holders.
 - Ensure all card purchases are properly controlled and accounted for in the payables system.
19. Perform other accounting tasks as may be assigned by Financial management:
 - Perform bank reconciliations.
 - Assist in month end closing.
 - Assist in year-end closing.
 - Assist with annual audit.
 - Assist in budget preparations.
 - Assist with the continuous improvement process related to financial best practices and internal control procedures.
20. The employee will occasionally be required to perform duties at other sites.
21. Regular and predictable attendance is required for this position. In-person attendance requirements may vary and will be determined by the supervisor.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Education and Experience: Associate degree in accounting, finance, or business and three years of related finance work experience in a multi-faceted organization are required. Bachelor's degree in accounting, finance, or business is preferred and may be considered in lieu of associate degree and work experience.

Certificates, Licenses, Registrations: Valid Michigan driver's license and good driving record required. Selected candidate should hold or will be expected to attain MSBO Business Office Specialist and / or School Payroll Specialist certifications.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to compose and write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from various groups including administrators, staff, local school districts within the county, and the general public.

Mathematical Skills: Ability to accurately perform all accounting functions. Ability to define, collect and analyze measurable facts and data in order to develop valid, meaningful conclusions.

Reasoning Ability: Ability to frame and solve a practical problem logically and rationally. Ability to interpret instructions furnished in a variety of forms (written, oral, diagram or schedule).

Other Skills and Abilities: Demonstrated knowledge of GAAP and good understanding of current trends in accounting, particularly related to public finance, is required. Knowledge and experience in sound business operations of a multi department organization is required. Strong communication and interpersonal skills are required along with the ability to establish and maintain effective working relationships. Must be "proficient" or "master" user of *Microsoft Word* and *Excel*. Must have successful experience in using a current financial software package/technology. Proficiency in *Munis* financial

software is preferred. Must be organized and dependable. Must work well within given time and cost constraints. Must respect and maintain confidentiality. Must carry-out all responsibilities with awareness of all requirements and standards established by the Board of Education.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to sit, talk, and hear. The employee frequently is required to use fingers, tools, or controls. The employee regularly uses a computer and may be required to lift and/or push up to 25 lbs. The employee is regularly required to reach with hands and arms and continuously will repeat the same hand, arm or finger movement. The employee will occasionally operate a personal vehicle to travel to other work sites. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually quiet.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is as soon as possible. This is a 52-week position. Placement on the Technical/Operational salary schedule depends upon qualifications and experience; new employee starting salary range is \$42,862-\$53,049. Paid health, dental, vision, life and long-term disability insurances, sick, vacation and personal business days.

To Apply: Interested parties should go to our website, <https://jcisd.workbrightats.com> to complete an online application.

APPLICATIONS ACCEPTED UNTIL APRIL 30, 2024

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), 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.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Five Guiding Principles:

Instruction ~ Quality, Creativity and Relevance

Leadership ~ Envisioning, Engaging and Executing

Service ~ Listening, Caring and then Serving

Community ~ Collaboration and Partnerships

Equity ~ Inclusive, Responsive and Sincere Belonging

Consistent with our purposes and guiding principles, the JCISD is actively pursuing diversity, equity and inclusion in our employment practices. We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of the posted position.