



JOB POSTING

Position Type: Collaborative Services Coordinator
Date Posted: May 4, 2026
Date Available: Immediately

SUMMARY

Provides high-quality business services for the benefit of the West Shore Educational Service District and other K-12 districts that purchase business services through cooperative service agreements. This position requires a high degree of organizational skills, the handling of confidential information, frequent interaction with all levels of district employees, vendors, outside agencies, and the general public; excellent written and verbal communication skills, and a commitment to outstanding customer service in the performance of all job duties. West Shore Educational Service District employs this position to perform business and accounting services for local K-12 school district(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Preparation of all financial statements and records of the local district, as well as the preparation of external reports in accordance with federal, state, and district requirements, Generally Accepted Accounting Principles (GAAP), and the Michigan Department of Education (MDE) Accounting Manual.
- Oversee and support day-to-day business operations and associated personnel, including payroll, accounts receivable, accounts payable, budgeting, general accounting, and cash flow management.
- Provide guidance and support to district administrators on financial matters, including budget development, forecasting, and long-term planning.
- Establish and monitor internal controls and accounting procedures to ensure compliance and safeguard district assets.
- Prepare journal entries and perform general ledger reconciliations
- Assist with monitoring taxable values, allocating tax distributions, collecting and balancing tax revenue, and filing required tax forms.
- Oversee invoicing processes and ensure accurate recording and distribution of revenues across district funds.
- Support the development and implementation of district and ESD policies and procedures to improve operational efficiency.
- Provide training and ongoing technical support related to the regional financial management system; experience with Munis Business Suite preferred.
- Coordinate work priorities across multiple districts, ensuring timely, accurate, and efficient service delivery.
- Maintain a high level of discretion, professionalism, and integrity in all financial and operational matters.
- Demonstrate flexibility to meet the evolving needs of multiple districts and stakeholders.
- Maintain regular, reliable, and punctual attendance as an essential job function.
- Perform other duties as assigned.

EDUCATION/SKILLS/QUALIFICATIONS

Minimum requirement is a Bachelor's Degree in accounting, finance, business, or a field related to accounting. A minimum of 3 years of successful experience in an accounting-related or school finance position and familiarity with Michigan Public School Accounting is preferred.

BENEFITS/WORKING CONDITIONS: Full calendar year position with competitive pay and benefits as outlined in the AASG Agreement.

APPLICATION PROCESS: Please send your resume and credentials to humanresources@wsesd.org

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