



Job Code: ADM04-11-2022-0  
Status: Open  
Posting Date: 4/11/2022 12:00:00 AM  
Deadline Date: 4/20/2022 3:00 PM  
Starting Date: 4/26/2022 12:00:00 AM

Positions: Accountant (40 hours/week)

Location: Administration Building

Salary: \$51,357.85-\$57,064.28

Reports To: Director for Finance

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement listed below is representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/QUALIFICATIONS:**

1. Bachelor's Degree in Accounting/Business or Finance.
2. 2 to 5 years experience in accounting, preferably in a school district setting.
3. 1 to 3 years experience in processing payroll.
4. Strong analytical skills.
5. Advanced computer software experience in Word, Excel and PowerPoint.
5. Preference given to applicants with AS400 experience.
6. Ability to work in a fast paced office environment and meet due dates and dead lines.

**DUTIES and RESPONSIBILITIES:**

1. Reconciling and analyzing accounts for all funds assuring the ending balance is accurate.
2. Reconciling and analyzing monthly bank statements for all funds assuring the ending balance is accurate.
3. Coordinating month end close including establishing due dates for documentation and entries.
4. Recording cash receipts for all funds.
5. Preparing journal entries with the appropriate back up documentation and entering the journal entries into general ledger system.
6. Preparation of monthly financial reports and other reports for board approval.
7. Responsible for cash management including initiating transfers and requesting wire transfers for all funds including building and site funds.
8. Business office liaison that represents the business office in meeting with department administrators on financial performance and budget preparation.
9. Record and analyze district revenue to assure that all funds due to the district are received. Following up as needed with the appropriate parties including the state.
10. Prepares year end work papers, audit schedules, journal entries and works with the auditors to assure a successful and timely audit.
11. Help with the year-end processing of 1099's, reconciling to the documents and analyzing any differences. Submits the documents to the Internal Revenue Service.
12. Purchasing Card Administrative responsibilities.
13. Other duties as assigned.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business and financial periodicals, professional

journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, staff members, and general public.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule.

**OTHER SKILLS and ABILITIES:** Strong proficiency with micro computer applications. Ability to apply knowledge of current research and theory in specific field. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**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 employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and distance vision. Some travel abilities are required.

**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. Essential to this position, is the ability to meet deadlines with severe time constraints. The noise level in the work environment is usually very quiet.

The information contained in this job descriptions for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**NOTICE OF NONDISCRIMINATION.** It is the policy of L'Anse Creuse Public Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent for Human Resources, L'Anse Creuse Public Schools, Harry L. Wheeler Community Center and Administrative Offices, 24076 F. V. Pankow Blvd., Clinton Township, MI 48036, and (586) 783-6300. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director for Special Education, (586) 783-6300.

All persons interested in the above position must apply using our on-line application system and submit for review on or before deadline date and time.