



MICHIGAN
INTERNATIONAL
PREP SCHOOL

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Job Description for Payroll and Purchasing Assistant

Position Type	Position Classification	Salary	Job Location
Payroll and Purchasing Assistant	Non-exempt	\$	Davison Lab

Overview: Reimagine Education, LLC is a privately-owned management company for Michigan International Prep School, a publicly funded Cyber Charter School.

Philosophy: At Michigan International Prep School, we want our students to pursue what makes them different. No two people are identical, and it doesn't make sense to treat them like they are. That's why we create a unique learning pathway for every MIPS learner, built around their talents, interests, location, and schedule. Students are first in our school.

Position Description: Reimagine Education, LLC is seeking a Payroll and Purchasing Assistant who will play a critical role for Michigan International Prep School. The nature of the work requires adherence to standard procedures, as well as policies and regulations. This person will facilitate the payroll and purchasing for the District.

Qualifications	Essential Duties
<ul style="list-style-type: none"> Associate's degree in Accounting preferred, or equivalent skills and/or experience Proficient in spreadsheet software application <i>Microsoft Excel</i>. Basic skills using e-mail and using word processor application <i>Microsoft Word</i>. Good organizational skills, written and oral communication skills, diligent work habits, and the ability to apply common sense to routine decision making Ability to develop effective working relationships with fellow staff persons and the school community Ability to perform duties with awareness of all district requirements and Board of Education policies General Office Experience – including 10 key adding machine, filing, and telephone manners Ability to summarize financial and/or numerical data and prepare various reports including accountings and purchase orders with mathematical accuracy Must be able to troubleshoot Works well with a team Very strong customer service skills and strong communicator Maintain a positive “can do” attitude Be a self-starter and an independent thinker Technological skills (Google, Chrome, and etc.). Must be able to adapt to new technology rapidly 	<ul style="list-style-type: none"> Serve as the computerized purchasing system coordinator for all remote1 building level personnel Create and Convert electronic purchase requisitions submitted from building level staff into purchase orders, verifying approvals in doing so Process invoices for payment, after verifying all conditions are met including satisfactory delivery and billing Monitor listing of all open purchase orders and actively seek disposition by consulting with various district personnel and vendors if necessary Negotiates prices, assists with order problems and works with vendors on orders. Assures current contracts are on file and verifies bills against contract, assuring compliance. Maintains district records for purchasing and accounts payable Meets with vendors to discuss problems, prices, policies, and needs. Assist the Director of Finance and HR in performing general accounting functions as needed Responsible for payroll systems coordination. Process regular and special payroll runs. Process completed checks for distribution. Responsible for proper coding, account distribution, and taxes. Maintain district payroll files. Work with the Director of Finance and HR in processing all contracts, contract changes, and adjustments. Employee must honor written Board Policies and Administrative Regulations Employee must be able to work from a designated Learning Lab as scheduled Employee must be able to stand for a minimum of 30 minutes at a time Employee must be able to lift 25lbs Employee must be able to move throughout the Learning Lab Employee must be able to sit in chair for long intervals

Required Documents: All applicants are required to submit a completed application, cover letter, resume, & three professional artifacts demonstrating evidence of above qualifications.

Reimagine Education, LLC is an Equal Opportunity Employer. The position is subject to Reimagine Education, LLC policy, rules, and regulations. As Equal Opportunity/Affirmative Action Employer, It is the policy of the Michigan International Prep School and Reimagine Education, LLC that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further Reimagine Education, LLC strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination.