



District Office
 501 West Sickels Street
 St. Johns, MI 48879
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 www.sjredwings.org

TITLE: District Accountant	FLSA: Non-Exempt
REPORTS TO: Director of Finance	POSTED: February 27, 2026
SALARY: Rate for 2025-2026 is \$25.46/hr. - \$31.49/hr, depending upon experience	NUMBER OF DAYS: 260 Work Days per Fiscal Year
LOCATION: Business Office	DAILY HOURS: 8 hrs per day

POSITION SUMMARY

Under the direction of the Director of Finance, the District Accountant plays a key role in maintaining accurate financial records, processing transactions, and supporting core accounting functions. This full-time position requires strong analytical skills, attention to detail, and the ability to work collaboratively in a fast-paced environment. The Accountant works in compliance with established policies, procedures, and practices while utilizing the district’s financial software system to process transactions and maintain assigned general ledger accounts accurately and in a timely manner.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act (ADA).

- Federal and State grant compliance, reporting, and accounting.
- Completes monthly transfers in the finance and banking systems.
- Receipts EFT payments and property tax receipts
- Complete all month end reconciliation processes, including, but not limited to bank reconciliations, interfund payables and receivables, and investment income.
- Complete all year-end reconciliations, including, but not limited to asset and liability accounts review, property tax reconciliations, state aid reconciliations, review grant revenue and expenditures, complete final grant draws, and preparation for the year-end audit.
- Complete journal entries, as needed.
- Oversees all aspects of the purchase card program.
- Complete various State and Federal reports
- Prepares quarterly Medicaid Reports
- Prepares monthly accounts payable and consent agenda reports
- Initiate and process semi-annual debt payments.
- Allocate property tax receipts to appropriate funds and reconcile tax receipts to general ledger.
- Assist District staff in interpretation of budget reports and budget adjustments and the usage of correct account numbers.

- Provide training to district staff in accounting procedures and proper use of the Skyward financial system.
- Assist with cash flow projections and investment of funds. Assist with completion of internal control reviews of buildings and departments.
- Maintains accurate and complete records as required by law, St. Johns Public Schools policies and administrative regulation.
- Attends staff meetings when available.
- Performs tasks and projects as requested by the Director of Finance.

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 duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION and/or EXPERIENCE:

- Bachelor’s degree in Accounting or a related field.
- At least three (3) years of experience working in a Public School District Business Office preferred.
- Proficiency in Skyward School Finance and Human Resources Software for K-12 preferred.
- Experience working with Payroll is beneficial.
- Proficiency in the Microsoft Office applications, Google Suite of products, as well as in accounting and payroll software.

CERTIFICATES, LICENSES REGISTRATIONS:

- MSBO Business Office Manager (BOM) Certification preferred; or the ability and commitment to obtain certification within three (3) years of hire.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

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

- High level of organizational and problem-solving skills with the ability to prioritize work, meet deadlines, and work independently with confidentiality, trust, and accuracy.
- Ability to analyze financial data, reconcile discrepancies, and resolve related issues.
- Ability to organize and prioritize work day and to handle multiple tasks simultaneously.
- Approach tasks and challenges with enthusiasm, adaptability, and a willingness to contribute to team success.
- Ability to accurately and efficiently perform tasks requiring attention to detail.
- Ability to think critically and creatively.
- Ability to take initiative and possess “self-starter” qualities.
- Ability and willingness to work with students, staff and administration.
- Ability and willingness to communicate with parents and community.
- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community.
- Positive attitude and interpersonal skills to clearly communicate and collaborate with both internal and external customers.

- Excellent human relations skills.
- High level of professionalism and discretion.
- Ability to stay calm in stressful situations.
- Predictable and reliable attendance.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) 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.

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, run, talk or hear. The employee frequently is required to walk and stand and move quickly. Ability to move around the school including stooping, bending, standing for extended periods and moving heavy objects. Crisis intervention may require participating in physical restraints. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of the job the employee will be required to leave the building.

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. The noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through [FastTrack](#).

A completed online application is required for all applicants.

This position will be posted until filled.

It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including 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.