

# Richmond Community Schools

35276 Division \* Richmond, Michigan 48062 \* (586) 727-3565

## OPEN POSITION: **PURCHASING AND ACCOUNTS PAYABLE COORDINATOR**

**POSTED: 03-16-2022**

**DEADLINE: UNTIL FILLED**

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**Department:** Accounting – Central Office  
**Reports To:** Superintendent or designee  
**Annual Compensation:** \$34,000 – \$42,000 Full time position - 40 hours per week, 52 weeks per year with complete benefit package

**SUMMARY:** Plans and directs accounts payable activities. Makes bank deposits, posts cash receipts, and prepares and posts journal entries for electronic deposits. Invoices accounts receivable and reconciles bank accounts. Maintains accurate and systematic financial records for the school district.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Acts as a team player who provides families, teachers, students, and other team members with first-class customer service
- Handles district deposits and accounts payable expenditures
- Reviews, processes, and pays all authorized invoices
- Ensures timely payment of invoices and entry of data to accounting software
- Prepares board reports for all expenditures through the accounts payable office
- Maintains vendor files including vendor numbers and responds to vendor inquiries regarding payment
- Maintains files of paid and unpaid invoices and purchase orders
- Post, print, and mail all vendor checks and verify accuracy of checks
- Assists with annual audit and year-end closing
- Prepares, verifies, and distributes checks and maintains electronic and paper files
- Responds to expenditure questions from District responsibility centers
- Prepares information in response to requests for payment histories
- Prepares and processes 1099s
- Works closely with financial institutions using banking software to transfer funds, print statements, and resolve transaction inquiries
- Reconciles district bank accounts and tax tribunal
- Prepares invoices and tracks payments for District's receivables
- Prepares and makes bank deposits for all District funds and records receipts in accounting software
- Prepares and enters journal entries for District transactions
- Works closely with payroll to reconcile monthly health insurance invoices
- Other duties may be assigned.

### **NECESSARY SKILLS**

- Ability to identify and resolve problems in a timely manner
- Ability to maintain confidentiality
- Ability to follow policies and procedures
- Ability to prioritize and plan work activities and use time efficiently
- Ability to approach others in a professional manner

### **QUALIFICATION REQUIREMENTS:**

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.

**EDUCATION and/or EXPERIENCE:**

Associates Degree in Accounting or Finance. Bachelor's Degree preferred. Two (2) years of School District accounting/business/accounts payable experience preferred. Possess or desire to obtain MSBO Certification. Must have demonstrated proficiency using Microsoft Word and Excel.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate with others and to speak effectively before vendors, administrators, and staff.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Efficient use of computer software, AS400, ProCare, and Microsoft Excel preferred. Ability to communicate clearly and concisely, both orally and in writing. 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.

The employee must: occasionally lift and move up to 25 pounds in supplies which requires bending, stooping, and lifting, use hands and arms to manipulate objects, use keyboards, tools, and other controls, sit and stand for long periods of time, have normal vision and hearing with or without aid, be able to move about assigned location.

**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 is usually moderate.

The employee is required to interact with students, staff, parents/guardians, and with the public.

Position demands meeting deadlines with severe time constraints.

**APPLICANT SUBMISSION**

Anyone interested in applying for this position should submit a letter of interest, resume, and transcripts to:

Mr. Jamie Thiel – Director of Human Resources  
Richmond Community Schools  
35276 Division Road  
Richmond, MI 48062

Or e-mail to: [jthiel@richmond.k12.mi.us](mailto:jthiel@richmond.k12.mi.us)

**NON-DISCRIMINATION STATEMENT**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Should you need to contact someone about discrimination of any kind in the school district, contact the Superintendent at 35276 Division, Richmond, MI 48062.