February 25, 2020

TITLE:                              Accountant - Level II  
CLASSIFICATION:         Classified, 12 months 
REPORTS TO:                    Director of Finance 

Job Qualifications:
1.    Associates in Accounting required, Bachelor’s Degree preferred.
3.    Understanding and knowledge of auditing, budgeting and analysis.
4.    Ability to understand and demonstrate competency with a comprehensive computer 
system as well as effectively utilize a computer with applications such and Word and Excel.
5.    Effective communication skills.
6.    Effective personal organization.
7.    Exceptional analytical skills and leadership ability.
8.    Ability to work long periods of time on preparation of detailed, analytical information.
9.    Demonstrated ability to meet deadlines, as well as to organize fiscal related data as requested by administrative personnel.
10.   Ability to work in a team environment.
11.   Ability to handle confidential information and knowledge of the privacy act.
12.   Positive attitude and interpersonal skills to deal effectively with the public, staff, peers, area school personnel and other agencies.
13.   Willing to adapt to new procedures and computer capabilities as they occur.

Responsibilities:
1.    Assist with budgets as needed. Monitor funds and prepare journal entries where necessary and be prepared to answer audit questions related to same.
2.    Be prepared to retrieve and compile other financial information from the general ledger as requested.
3.    Monitor expense forms submitted by staff. Check information for accuracy.
4.    Be prepared to retrieve and compile financial information from the general ledger as requested.
5.    Prepare and enter accounts payable and process vendor payments.
6.    Assist and inform staff and secretaries on business office procedures.
7.    Perform other duties as assigned.

Anyone interested in this position should apply online at www.tbaisd.org under employment opportunities. Applicants applying online can include as an attachment their cover letter, resume and transcripts. Posting deadline - until filled.
C: Bulletin Boards at:

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<td>Oak Park</td>
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<td>TBA Career-Tech Center</td>
<td>Life Skills Center</td>
<td>New Campus</td>
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<td>Admin East</td>
<td>Traverse Heights</td>
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**NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the Traverse Bay Area Intermediate School District that no person shall, on the basis of race, color, national origin, age, religion, gender, height, weight, marital status, familial status, disabling condition or any other reason prohibited by federal, state or local law be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity and in employment.