August 21, 2020

POSITION: Accounting Coordinator - Accounts Payable

LOCATION: Board of Education Office

START DATE: 2020-2021 School Year

SUPERVISOR: Executive Director of Business and Operations

QUALIFICATIONS:

- Bachelor's degree in Finance or Accounting preferred.
- School District accounting/business experience, minimum 2 years preferred
- School District accounts payable experience, minimum 2 years preferred
- Possess or desire to obtain MSBO Certification
- Strong, effective communication skills, both oral and written
- Demonstrated ability to work collaboratively with all levels of school personnel and other stakeholders
- Ability to analyze accounting data, prepare and interpret financial dates and reports
- Ability to handle multiple projects and prioritize tasks
- Working knowledge of school finance, budgeting and the educational system
- Experience with federal grants
- Ability to communicate effectively and maintain confidentiality.
- Ability to take direction and work independently.
- Ability to effectively work with all staff and community.
- Experience and knowledge in financial and accounting software systems
- Support audits and accounting functions as needed.

RESPONSIBILITIES:

Plans and directs accounts payable activities within the school district.
Make electronic and in person deposits and post journal entries
General Accounting Duties as assigned

Essential Duties and Responsibilities:

- Handles district deposits and accounts payable expenditures
- Review all invoices and utility bills and pay in a timely manner
- Prepare board reports for all expenditures through the accounts payable office
- Review budgets and expenditures of individual schools

Page 1 of 3
• Maintain current accounts payable vendor files
• Post, print and mail all vendor checks; verify accuracy of checks
• Pay invoices and verify receipt
• Conserves district resources and seek and utilize bid pricing
• Observe safety and security procedures; report potentially unsafe conditions
• Reconcile payment of invoices with statements and general ledger
• Assist with audits
• Pay bills using the correct/proper function code/account strings
• Observe effective internal control procedures in regards to accounts payable

**Necessary Skills:**

• Ability to identify and resolve problems in a timely manner.
• Ability to maintain confidentiality.
• Ability to communicate well with others
• 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
• Ability to follow instructions, take responsibility for your own actions, and commit to excellence ensuring bills are paid accurately and timely
• Ability to maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information
• Ability to meet challenges with resourcefulness and generate suggestions for improving Work and performance
• Perform other duties as assigned

**Technology Skills:**

Should have knowledge of basic accounting software and Microsoft Office.

*This posting should not be construed to imply that these requirements are the exclusive standards of the position or that this is the exclusive list of job functions or expectations associated with this position. The requirements listed above are representative of the knowledge, skill and/or ability required for this position.*

**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 job functions:

• The employee must occasionally lift and move up to 25 pounds in supplies which requires bending, stooping and lifting.
• The employee must be able to use a variety of instructional materials in the classroom.
• The employee must use hands and arms to manipulate objects.
• The employee must use keyboards, tools and other controls.
• The employee must sit and stand for long periods of time.
• The employee must have normal vision and hearing with or without aid.
• The employee must be able to move about assigned location during the day.
WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The noise level in the work environment will vary and can range from soft to loud. Often the noise level is the work environment will be moderate to loud.
- The employee is required to interact with students, staff, parents / guardians and occasionally with the public.
- At times, the employee may be directly responsible for the safety and well-being of students.

SALARY: $41,000.00 - $44,805.00 (Exempt)

FILING DEADLINE: Until Filled

CONTACT: Human Resources Department at lrflores@romulsk12.org, http://resa.net/services/humanresources/ -or- http://romulus.net/district/human-resources/employment

"AN EQUAL OPPORTUNITY EMPLOYER"

Romulus Community Schools is an Equal Opportunity Employer, who fully and actively supports equal access for all qualified applicants, regardless of race, color, gender, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, protected military veteran status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment practices.