A New Position at Grand Blanc Schools is Now Available!

Position: Accounts Payable Accountant

Date Posted: 06.20.2023 (open until filled)

Building/Department: Administration Building/Business Services

JOB ID: 28123

Rate of Pay: $20.50 - $25.00 per hour

2023-2024 School Year

JOB SUMMARY:

The Accounts Payable Accountant is responsible for the recording and processing of all payable transactions for the District with use of fund accounting in accordance with the Michigan Public Schools Accounting Manual and generally accepted accounting principles. This position will also be assigned other accounting/finance functions in the office related to purchasing support include maintenance of the purchasing card program, fixed asset tracking, for the district and other duties as assigned by the Director of Business Affairs.

MAJOR DUTIES AND RESPONSIBILITIES:

Provide staff support to the Director of Business Affairs in the following areas:

1. Prepare and/or coordinate all account payable vendor payments for the district and maintain all invoice files and reports necessary to assure timelines and general ledger accuracy of balances.
2. Ensure timely and accurate entry of all payments in the financial accounting system, SchoolsOPEN.
3. Prepare, verify and distribute accounts payable checks for various district funds.
4. Maintain positive communications with vendors and inform departments of all payment discrepancies. Respond to vendor inquiries regarding payment status.
5. Record all necessary entries for in-house charges for entry into the financial accounting system.
6. Responsible for the coordination, maintenance and reconciliation of the purchasing card program.
7. Provide support for other finance department processes and procedures as necessary.
8. Create and print all reports as they relate to accounts payable and purchasing.

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MAJOR DUTIES AND RESPONSIBILITIES (Continued):

10. Responsible for the processing and filing of 1099’s for year-end tax reporting.
11. Assist as needed with the annual audit process.
12. Update and maintain any reconciling schedules as required, including fixed assets, out of state travel expenses, etc.
13. Provide financial assistance and support to student activity groups and other finance functions including but not limited to accounts receivable, general ledger entry, accounts payable support, etc.
14. Other duties as assigned by the Director of Business Affairs.

QUALIFICATIONS:

The candidate selected for this assignment will be the one who offers the best combination of qualities in accordance with the following qualifications and requirements:

1. Education: Associates degree with emphasis in accounting and/or business administration required. BA/BS degree preferred.
2. Experience: A minimum of two years of experience in a Michigan public school finance/business office preferred or previous fund accounting experience.
3. Previous experience in accounts payable function.
5. Advanced level computer skills using Microsoft Office (emphasis on Excel) and other computerized finance systems.
6. Ability to work well with others in a fast-paced environment, handle multiple projects, establish priorities and resolve problems with minimal supervision.
7. Self-directed, organized and able to meet strict deadlines with accuracy.
8. Excellent communication skills, both written and oral.
9. Ability to maintain strict confidentiality.
10. Demonstrate responsible behavior, poise, professional loyalty, and flexibility.
11. Consistent focus on providing outstanding customer service to employees and administrators.
12. Other duties as assigned by immediate supervisor.

METHOD OF APPLICATION:

Interested candidates meeting the above qualifications must complete the entire online application on the Mid-Michigan Area Public Schools Consortium. Please go to www.gbcs.org and click on “employment”. In addition, upload your letter of interest and current resume.

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