Wayne-Westland Community Schools is located in the metropolitan Detroit area, between Ann Arbor and Detroit. Our staff provides the very best educational opportunities for approx. 10,000 students from Westland, Wayne, Canton, Livonia, Garden City, Dearborn Heights, Inkster, and Romulus. The Wayne-Westland Community School district is comprised of ten elementary schools (K-5), three middle schools (6-8), and two high schools (9-12). We also have an early childhood center, an ultra-modern facility for career/technical training, an alternative high school, and a thriving online program.

The dynamic environment throughout the school district illustrates that when a school and community work together, extraordinary results occur. Our school district promotes high expectations for success and provides students with a safe, caring and nurturing environment.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned

- Assist in supervising the financial affairs of the District
- Assist in developing current budget consistent with Board policy
- Assist in assembling long-range financial data
- Establish and supervise a program of accounting adequate to detail all money and credit transactions.
- Supervise all accounting operations
- Facilitate required audit of District’s fiscal activity
- Supervise the receipt and expenditure of District funds
- Provide timely reporting of income and expenditures for all funds
- Supervise reconciliation of all bank accounts authorized by the Board
- Supervise preparation of purchase orders and payment of bills
- Assist in preparing Board agenda information relative to business-related items
- Responsible for business office operations related to grant accounting
- Prepare state, county, federal, and internal financial reports
- Assist in the publishing of required documentation
- Monitor security levels in the SMART system
• Assist with distribution and monitoring of district credit cards
• Other responsibilities assigned from time to time as deemed necessary by the Executive Director of Finance
• Regular and predictable attendance

EDUCATION AND/OR EXPERIENCE:

• The position requires a degree in Accounting, Finance, Business
• Experience in Accounts Payable, Purchasing, and Grants

KNOWLEDGE, SKILLS AND ABILITIES:

• Must be eligible to work in the United States
• Demonstrate leadership in Business operations
• Understanding of current generally accepted accounting practices and procedures

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.

While performing the duties of this job, the employee is frequently required to remain in a stationary position for long periods of time. The person in this position will be required to move about the inside of the building and will be required to open and close filing cabinets, operate office equipment and computers. The person in this position will occasionally be required to travel to remote locations. The person in this position will spend a majority of their time communicating with staff and administrators and must be able to exchange and record accurate information in these situations.

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 is consistent with an office environment and is usually quiet but frequently busy. This position is frequently required to interact with staff and with the public, which requires courtesy and discretion. A professional appearance and telephone manner is essential. The successful candidate will be able to multi-task and be capable of making independent decisions using sound judgment.

TERMS AND CONDITIONS OF EMPLOYMENT:

Compensation per the W-WCOAA master agreement, the salary range for a Grade 12 position is $92,331 to $117,471

EVALUATION:

Job performance is evaluated in accordance with District guidelines.

APPLICATION PROCEDURE:

Apply on-line at http://wwcsd.net or come to the Human Resources department to access the online application system.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.