Job No: #1989                                      Posting Timeline: August 17 – 27, 2023

Position: Accounting Manager (Purchasing)            Location: Administration Building
Starting Date: ASAP                                   Work Weeks: 52 Weeks
Work Days per Week: 5 days                            Hours per Day: 8 hours

Salary: Per appropriate placement on the Meet & Confer Specialist salary schedule ($81,222)

Bargaining Unit: Meet & Confer

Join the Lansing School District and share in our mission to provide educational excellence in a safe and nurturing environment for all students.

Qualifications:

1. Bachelor’s degree in accounting, finance, or related field.
2. Demonstrated knowledge of laws, policies, and regulations related to accounting and state and federal grant compliance.
3. Ability to coordinate work within the District with administrators, organizational peers and subordinates.
4. Strong written and verbal communication skills.
5. Skilled at customer service and financial analysis.
6. Experience in public school system highly desirable.
7. Experience in supervising and evaluating support personnel and developing a positive work environment for staff preferred.
8. Demonstrated experience in decision-making capacity.

Essential Duties & Responsibilities:

Under the direction of the Chief Financial Officer, to assist with the following.

1. Preparation of financial projections, analyses, and reports to respond to both external and internal requests.
2. Train and evaluate department employees as required.
3. Assist in the preparation of documents for the annual audit.
4. Development, oversight, and testing of internal control procedures as they relate to accounting and purchasing.
5. Development and maintenance of a system to process and monitor financial transactions.
6. Oversight of all district purchasing, including fixed assets and categorical programs.
7. Supervision of accountant and purchasing positions.
10. Development and maintenance of administrative regulations to support board policies related to accounting, purchasing and finance.
11. Provide for the education and training of district staff on accounting, purchasing and budgeting procedures.
12. Review and approval of account coding for purchase orders.
13. Perform any other related duties as assigned by the Budget Director or Chief Financial Officer.

Physical Demands:

- Regularly required to stand, walk, sit, talk, and hear.
- Sitting for long periods of time.
- Occasionally required to reach with hands and arms and to stoop, kneel, crouch, or crawl.
- Occasionally required to lift and/or move up to 20 pounds.
- Regularly required to use close vision, distance vision, and peripheral vision.
- Must also have the ability to adjust focus.

The Lansing School District accepts on-line applications only. Applicants are to submit a (1) Complete and detailed LSD Application (educational background, specialized/technical training, work experience, most recent performance evaluations), (2) Resume, (3) Cover Letter, (4) Letters of Recommendation, (5) Seniority Date, if applicant is an LSD bargaining unit member.

In the event the applicant cannot upload or scan the additional required documents, they can be submitted by mail or in person on or before the posting expiration date. The applicant shall indicate on the packet of information the position for which the materials are intended using the following statement: Please attach this packet of additional information to my on-line application for job # (insert #), (insert job title). I have submitted an on-line application under the name, (insert your name) and assigned it to the job number indicated.

Lansing School District, Attn: Human Resources Department
519 W. Kalamazoo, Lansing, MI  48933
Phone: 517-755-2000 Fax: 517-755-2009

The Lansing School District is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin, or handicap of any individual. For more information on employment opportunities with the Lansing School District visit our website at www.lansingschools.net.