Title: Accounts Payable/Receivable Coordinator

Location: Central Office

Reports to: Director of Business Services

Job Type: Full-time/Year-Round/Hourly/Non-Exempt

Minimum Qualifications:

- Associates Degree with emphasis in accounting/finance or 3+ years previous work experience in accounts payable/receivable functions
- Proficiency in Microsoft Office and Google Suite products

Preferred Qualifications:

- Experience with School Finance or other financial software programs
- Experience with public school accounting and bookkeeping

Job Description:

- Prepare and/or coordinate general fund and student activity fund accounts payable vendor payments for the district
- Maintain all invoice files and reports that are necessary to assure timelines and general ledger accuracy
- Process and file 1099’s for year-end tax reporting
- Maintain, organize, and update W-9 files and district tax exemption forms
- Oversee and administer all functions of the district purchase card program
- Maintain communication with vendors and district schools/departments regarding payment discrepancies and respond to vendor inquiries regarding payments
- Processes purchase orders, including assisting district personnel with ordering
- Keep track of outstanding invoices and purchase orders
- Process, verify, and post cash receipts of incoming payments and other revenue sources
- Use a high level of organization and problem-solving skills to prioritize effectively, work independently, return focus quickly after interruptions, and meet strict deadlines with accuracy
- Use a positive attitude and strong interpersonal skills to clearly communicate to both internal and external stakeholders verbally and in writing
- Adapt and respond to multiple priorities and demands and work on several projects concurrently
- Assist with annual audit, as needed
- Back up payroll and other central office support position, as needed
- Assist with other duties and responsibilities as assigned by the Director of Business Services
Salary/Benefits: Starting at $18.00 per hour; commensurate with experience and qualifications

- 15 Vacation Days
- 10 Holidays
- 12 Sick Days
- 2 Personal Business Days
- Single, Two-Person, or Full-Family Health/Dental/Vision Insurance or Cash In-Lieu of Insurance

Days/Hours: Monday-Friday, 8 hours per day

Start Date: ASAP

How to Apply: APPLY HERE

For questions, please contact:

Kara Corniel
Director of Business Services
kara.corniel@ppps.org
269-415-5206

STATEMENT OF NON-DISCRIMINATION: It is the policy of the Paw Paw Public School District that no discriminatory practices based on race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information or any other status covered by federal, state, or local law be allowed during any program, activity, service, or in employment. Inquiries regarding the non-discrimination policies should be directed to the Executive Director of Business Operations or Director of Curriculum/Instruction and State/Federal Programs, 119 Johnson Rd., Paw Paw, MI 49079, 1-269-415-5200.