Title:
Senior Accountant

Reports To:
Director of Finance and Operations

Job Goal(s):
The primary job goal of the Senior Accountant is to provide leadership and support to the business office staff including accounting, finance, payroll and benefits and to assure compliance with all State and Federal accounting practices for Michigan public schools.

Minimum Qualifications:

Education:
Minimum of Bachelor's Degree in Business Administration or other related field deemed appropriate by Administration

CPA will receive special consideration

Work Experience:
Two to Five years accounting experience with Michigan Public Schools/and or other related business experience

Skills:
Extensive experience with Microsoft Office applications and other technology

Essential Job Functions:
- Supervises staff and operations of the business office, including payroll, benefits, accounts payable, and accounts receivable ensuring that proper training is available, where appropriate
- Provide for the management of the District's financial/accounting software (currently eFinance), maintaining appropriate levels of access and security for the system. Provide software training for District personnel as requested/needed.
- Monitor and maintain the master account structure, in accordance with the Michigan Public School Accounting Manual, for the District and propose and implement new accounts according to appropriate practices.
- Stays abreast of federal, state, local, and district statues, policies, regulations and procedures.
- Prepare journal entries for all accounts, entering/approving as necessary.
- Prepare monthly financial reports for the Board of Education.
- Produce reconciliation schedules and related documents as required for audits and/or any other external financial reporting.
- Prepare analytical reports as requested.
- Ensure that staff members have the knowledge regarding which accounts are to be used for their various transactions, providing ongoing training as necessary.
- Manage the District's banking functions, including daily cash/banking transactions and monthly reconciliations.
- Manage the District's purchase order process, reviewing purchase requisitions on a timely basis, reviewing all requests for disbursements, and monthly reconciliations.
- Administer and maintain the purchase card program and point of sale system.
• Manage the District’s cash receipts/accounts receivable process, reviewing both billings and receipts, and monthly reconciliations
• Reconcile property tax levy to collections and distribute to the appropriate fund.
• Assure compliance with Board policy, legal requirements, as well as maintain sound business practices, proper checks and balances.
• Use and develop internal controls for fraud protection and prevention.
• Prepared and/or oversees the preparation of various reports including the Financial Information Database (FID) report, ensuring accurate and timely submissions.
• Maintains regular, consistent, and timely attendance.
• Perform additional tasks, responsibilities and duties as assigned by the Director of Finance and Operations and/or Superintendent.

Terms of Employment: As per master agreement and provisions established by the Van Buren Board of Education.

This posting and our online application can be found on the Van Buren ISD’s website at www.vbisd.org under Employment. If you do not have access to a computer with internet access, you may use a computer at VBISD by calling 269-539-5218.

Position is open until filled.

In-house staff must fill out the online internal application.