

## POSTING

**POSITION:** Accountant  
**LOCATION:** Central Office  
**POSTING DATE:** March 19, 2024  
**REPORTS TO:** Director of Business & Finance

**POSITION SUMMARY:** This position works as a member of the Southgate Community Schools Business Office Team to conduct the day-to-day financial operations of the school district. The accountant should demonstrate strong interpersonal qualities, sound judgement and the ability to work independently with minimal supervision.

### **QUALIFICATIONS**

- Bachelor's Degree in Accounting required.
- Experience in payroll, accounts payable, accounts receivable, journal entries and cash reconciliations are required.
- Advanced computer skills required including, Windows, Microsoft Word, Google Docs (Docs, Sheets, etc.) and a strong emphasis on Microsoft Excel required.
- Experience with SMART database preferred.
- Three or more years of experience in school business office operations preferred.
- Experience with state and federal grant award budgeting and administration preferred.
- Experience with Fund Accounting preferred.
- Must possess good written and oral communication skills and the ability to interact effectively with a diverse population of individuals and organizations.
- Must commit to maintain strict confidentiality.
- Must have a strong work ethic, prioritizing accuracy, timeliness, and attention to detail.

### **RESPONSIBILITIES INCLUDE:**

- Maintain the financial records of all school district funds, including creating general ledger account numbers in the chart of accounts according to the Michigan Public School Accounting Manual 1022.
- Prepare and post journal entries on a timely basis, in order to maintain accurate accounting records.
- Responsible for completion of all district bank reconciliations on a monthly basis, including a review of the outstanding check lists.
- Monitor unclaimed property list, perform due diligence and file annual Michigan Unclaimed Property report with the State of Michigan.
- Responsible for assigning Federal and State grant account numbers, maintaining post administrative grant requirements and preparing required financial reports to the State (FERs and IFERs) or granting agency.

- Monitor general ledger, including analysis and reconciliation of accounts.
- Work with Program Directors to assist setting a budget for grant applications.
- Review and post all Payroll and Fringe Benefits entries to the general ledger.
- Perform various year-end procedures required to close the fiscal year.
- Participate in any fiscal reviews/audits and the annual financial audit of the district, which includes preparation of worksheets, schedules and providing information requested by auditors.
- Prepare, validate and submit annual Financial Information Database (FID).
- Compose routine letters and reports.
- Assist other members of the District Business Office Team and District staff, as needed.
- Perform other duties and responsibilities as assigned by the Director of Business & Finance.

**SALARY:** \$70,000

**STARTING DATE:** ASAP

**APPLICATION PROCESS:**

Please visit [southgateschools.com](http://southgateschools.com), click on HR, select Employment Opportunities, then District Employment Opportunities

**DEADLINE:** Until Filled

***Non-Discrimination Statement***

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