



POSITION DESCRIPTION

Position Title:	Accountant
Location:	Central Office, Business Office
Reports To:	Chief Financial Officer
Salary:	\$60,000-\$80,000-Commensurate with education and experience Plus comprehensive benefits package and generous paid time off
Terms:	Full time; 12 months
Date:	March 20, 2024

QUALIFICATIONS:

1. Bachelor's Degree in Accounting required.
2. Minimum three years accounting experience, fund accounting preferred.
3. Accounts payable and payroll experience is a plus.
4. Experience with integrated computerized accounting systems required.
5. Proficiency in Microsoft Office Suite required.
6. Experience with WCRESA SMART software preferred.
7. Ability to work independently and make good decisions in accordance with established policies and procedures.

RESPONSIBILITIES:

1. Process financial transactions and post to general ledger.
2. Perform month end closing activities and prepare monthly financial statements in accordance with GAAP.
3. Assist in preparation and monitoring of annual budgets.
4. Prepare and submit quarterly E-time invoices to Wayne RESA.
5. Reconcile bank accounts on a monthly basis.
6. Record and reconcile cash transactions related to student activity accounts.
7. Assist in developing, implementing and monitoring internal controls.
8. Assist and/or serve as backup for accounts payable function.
9. Prepare and submit financial reports as required by the State of Michigan.
10. Manage Federal and State Grant accounting and reporting.
11. Prepare and manage monthly cash flow report.
12. Prepare and submit quarterly Medicaid cost reports.
13. Prepare various financial reports and analysis as needed.
14. Prepare schedules, gather information and assist auditors as needed.
15. Prepare annual State of Michigan financial reports – FID, SE-4094 and SE4096.
16. Other duties as assigned by the Chief Financial Officer.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- The employee must occasionally lift and move up to 25 pounds in supplies, which requires bending, stooping and lifting.
- The employee must be able to use a variety of instructional materials in the classroom.
- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools and other controls.

- The employee must sit and stand for long periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to move about assigned location unaided during the day.

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 will vary and can range from soft to loud. Often the noise level in the work environment will be moderate to loud.
- The employee is required to interact with students, staff, parents/guardians and occasionally with the public.
- At times, the employee may be directly responsible for the safety and well-being of students.

How to Apply:

Apply online at: <https://www.westwoodschools.net/apps/pages/> and click the "Job Opportunities" tab.

Non-Discrimination Statement

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "protected Classes"), in its programs and activities, including employment opportunities.

Employee Declaration

I have reviewed and understand the job functions of this position and state that I can perform the essential duties without accommodations. Yes No

If an accommodation is needed, please describe the reasonable accommodation required for you to perform these essential job functions.

Employee Name (Please Print) _____

Employee Signature: _____ Date: _____