



Capac Community Schools

Posting / Employment Opportunity
 Posted 4-15-2024, Deadline Until Filled

Accounting Assistant 2023-2024 School Year

Nestled in a small-town environment where family and community are still important, Capac Community Schools have a long history of successful academic and athletic programs. Close enough to Port Huron and Lapeer for your convenience but outside the hustle of a larger city environment Capac offers the best of small-town life. Our school is the hub of the community and with very active sports clubs, extracurricular activities and booster groups there are plenty of opportunities for you to be involved in school life beyond the classroom. Come see why you should be a part of Capac Community Schools.

Department:	District Office
Reports to:	Superintendent/Business Manager
Employment:	M-F, 7:30-4:00, year-round
Salary:	Commensurate with experience
Benefits	Family-Subscriber: Health, Dental, Vision, Life, LTD
Start Date:	ASAP

Qualification Requirements

- Bachelor's degree in accounting or related field preferred, Associate's degree required; two to five years related experience in business administration and accounting required.
- Ability to pass a basic English and math test, calculator test, and computer skills test.
- Knowledge and/or experience of state chart of accounts, Generally Accepted Accounting Principles (GAAP), and fund accounting.
- Solid computer skills using Google suite of applications required; Business Plus, ESS/Willsub, and Meal Magic desirable.
- Clear criminal history check, physical, and drug test, required; first aid training, preferred.
- Alternatives to the above qualification as the Board may find appropriate and acceptable.

Essential Duties and Responsibilities

- Summary: This position's responsibilities are to perform accounts payable and receivable functions for the School District. Assist with the monitoring of fiscal transactions and be responsible for reconciling and balancing financial records. Extensive accounting and software skills are required, as well strong communication skills.*
- Aid and support to the supervisors by performing basic office/accounting tasks, including but not limited to bookkeeping tasks, bank reconciliations, assist with payroll and accounts payable, maintaining of records, handling of confidential files, preparing for year-end audit and other state reporting functions.
 - Process accounts payable and accounts receivable.
 - Process of purchase requisitions for available funds; adhere to proper procedures and proper coding.
 - Prepare deposits and process cash receipts; assist in reconciling bank statements monthly.
 - Provide monthly presentation of bills reports for board meetings.
 - Receive and transmit tax disbursement; process sales/withholding tax returns monthly/annually.
 - Prepare 1099s annually.
 - Provide expenditure reports to business manager and other departments as needed.
 - Prepare invoices/correspondence with vendors as needed.
 - Process contracted personnel payroll, monitor leave time, and payroll benefits, deductions, and reimbursements.
 - Process Education Benefits forms, direct certifications and verifications.
 - Maintains all fixed asset reporting and inventory tracking.
 - Coordinate the disbursement of all monies due and payable to creditors for obligations of the Bond.
 - Perform duties with awareness to all district requirements and board of education policies while modeling district standards of ethics and professionalism; implement policy/procedural changes from administration, the board of education, or state/federal changes.
 - Demonstrated ability to meet multiple daily, weekly, and monthly deadlines with flexibility and attention to detail while interacting with the public, staff, students, and families.
 - Demonstrates ability to meet multiple demands from several people and interact with the public, staff,

	<p>students, and families,</p> <ul style="list-style-type: none"> • Must be able to perform the physical demands of this position, which includes sitting, standing, talking, seeing, and hearing. Occasionally, it will be expected to repeat the same hand, arm, or finger motions many times and push or lift up to 50 lbs. such as boxes of books. • Performs other functions and duties as assigned by the supervisors.
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Method of Application	<p>Please direct questions to Superintendent Nelson at e-mail anelson@capacschools.us</p> <p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</p> <hr/> <table data-bbox="284 325 1567 472"> <tr> <td data-bbox="284 325 893 472"> <p>Amy Nelson, Interim Superintendent Capac Community Schools 541 N. Glassford Street, PO Box 610 Capac, MI 48014</p> </td> <td data-bbox="893 325 1567 472"> <p>Or electronically as ONE document anelson@capacschools.us</p> </td> </tr> </table>	<p>Amy Nelson, Interim Superintendent Capac Community Schools 541 N. Glassford Street, PO Box 610 Capac, MI 48014</p>	<p>Or electronically as ONE document anelson@capacschools.us</p>
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It is the policy of Capac Community Schools that no person shall 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, political affiliation or belief or any other legally protected category (Collectively, "Protected Classes") be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in any of its programs or activities, including employment opportunities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.