

Human Resources Department
31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION: Accounting Manager	LOCATION: Education and Administration Center (EAC)
SALARY: \$65,216 - \$85,568 <i>Non-Bargaining unit position</i>	DEADLINE: May 31, 2024
SCHEDULE: Full-Time 12 Month	POSTING DATE: May 13, 2024

START DATE: June/July 2024

JOB SUMMARY:

The Accounting Manager reports to the Finance Director for implementation of policies providing accurate accounting and internal control procedures for all school district funds. The Accounting Manager is responsible for supervising the staff and operations of the district's finance department, and assisting with budget development under the direction of the Chief Financial & Operations Officer and Finance Director. The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Supervises the daily operations of the finance department including investments, grant reporting, accounts payable, payroll, purchasing, general ledger and cash receipts.
2. Develops and evaluates department staff under the direction of the Chief Financial & Operations Officer and Finance Director
3. Prepares financial reports including monthly financial statements, state reports (e.g. SE4096, SE 4094, (FID) Financial Information Database) and other reports (e.g. Medicare Outreach Claims). Reports are reviewed by the Chief Financial & Operations Officer and Finance Director
4. Record and reconcile district investments.
5. Responsible for financial management system; this includes performing month close and working with software support systems.
6. Reviews and approves cash disbursements and manual journal entries.
7. Development of accounting policies, procedures, job aids and internal controls.
8. Assists in the maintenance of chart of accounts, including control accounts, in accordance with state accounting 1022 manual.
9. Assist with budget development, amendments, and presentations.
10. Assists in fiscal year-end and audit activities. Prepares audit schedules related to areas of responsibility.
11. Host, and participate in, cross training to continually develop knowledge of all finance office operations.
12. Review and ensure proper recording of local tax revenue; prepare L-4029 and PPT Reimbursement.
13. Develops, prepares and analyzes financial reports to support decision making.
14. Other duties as defined by the Chief Financial & Operations Officer and Finance Director

QUALIFICATIONS:

The candidate selected for this assignment will be the one who offers the best combination of qualities in accordance with the following standards and requirements:

1. BA or BS degree in Business Administration with emphasis in accounting, finance or equivalent preferred. A combination of professional accounting experience and training may be considered.
2. Supervisory experience preferred.
3. Business or accounting department work experience required, minimum 2 years of experience preferred.
4. Fund accounting and/or public school experience strongly preferred.
5. Experience and aptitude in the use of computer systems for accounting (Knowledge of Microsoft Excel and Word required, computer-system report writing experience preferred).
6. Ability to communicate effectively in writing, orally and through the use of financial statements.
7. Demonstrated ability to work as an effective team member.
8. Ability to work well with others in a fast-paced environment, establish priorities and resolve problems.

SALARY AND BENEFITS:

Salary range is in accordance with Central Office Administrator Grade 6 salary ranges, and will be determined based on the candidate's training and experience. Additional compensation and benefits for include: full family medical, dental and vision insurance; 23 vacation days, personal days and illness income protection; long-term disability insurance; life insurance; merit pay and Board-Paid Tax Sheltered Annuity. In addition, non-resident district employees are able to enroll their children as Birmingham Public School students.

METHOD OF APPLICATION:

Interested candidates meeting the above qualifications must complete the entire online application on the [Oakland Schools HR Consortium website](#) by the deadline listed. In addition, upload your **LETTER OF INTEREST, CURRENT RESUME and REFERENCES.**

ABOUT THE DISTRICT

Birmingham Public Schools (Michigan) is committed to excellence in education, consistently ranking among the highest achieving school districts in the state. With optimal class sizes, high academic standards, a comprehensive curriculum, and a nurturing environment built on a foundation of Character Education, all students have an advantage. The district of 7,300 students is located in the metro Detroit area. For more information about Birmingham Public Schools, visit www.birmingham.k12.mi.us.

BIRMINGHAM PUBLIC SCHOOLS NOTICE OF NONDISCRIMINATION

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Special Education, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.