

Accountant Specialist

Position Title: Accountant Specialist

Reports to: Director of Business and Finance

Salary range: \$54,000 - \$60,000

Position Summary:

The Accounting Specialist works closely with the Director of Business and Finance to support the financial operations of the District. Primary areas of knowledge and responsibility include cash receipts, general ledger accounting and reconciliation, grant accounting, State reporting, and purchase card management.

MINIMUM QUALIFICATIONS:

- **A Bachelor's Degree, preferred.**
- **A minimum of two (2) years of accounting experience in public, non-profit organizations is expected and experience with public educational systems is preferred. Familiarity with government fund accounting and current financial software programs is expected.**
- **Demonstrated computer experience with a comprehensive computer system and applications such as Excel. Microsoft Word, email and Google Suite. Experience with New World System preferred.**
- **Ability to work independently and make decisions in accordance with District policies and procedures.**
- **Strong organizational skills with ability to prioritize duties, multitask, and meet required deadlines.**
- **Effective verbal and written communication skills.**
- **Demonstrated ability to meet deadlines. Ability to handle confidential information.**

REQUIRED SKILLS:

- **Ability to operate spreadsheet, word processing, and presentation software.**
- **Ability to develop effective working relationships with staff and the school community.**
- **Ability to communicate clearly and concisely, both orally and in writing.**
- **Ability to comprehend both oral and written directions to carry out complex tasks.**
- **Ability to read and interpret documents, including State of Michigan reports.**
- **Ability to write complex reports and correspondence.**
- **Ability to problem solve in multiple situations.**

POSITION OBJECTIVE: To assist the Director of Business and Finance in administering the fiscal affairs of the district.

PERFORMANCE RESPONSIBILITIES:

- Account for all financial transactions of the District.
- Prepare, deposit and reconcile all fund revenues incoming cash, checks, wires, ACH, and electronic payments.
- Prepare district invoices and monitor receivables.
- Enter monthly journal entries.
- Complete monthly bank reconciliations.
- Perform monthly close of District's books.
- Review and approve purchase orders and accounts payable check requests.
- Review and enter approved budget increases, decreases and transfers through accounting software.
- Handle general ledger transactions for all district funds.
- Handle general banking issues.
- Void checks in bank software.
- Assist in annual audit.
- Assist with preparation of budgets and related reporting.
- Submits monthly check registers for monthly Board Meeting.
- Record and maintain all fixed assets.
- Train school's secretary's to use financial software.
- Assist in maintaining files of fiscal year budget changes and transfers.
- Attend workshops and in-service meetings to be knowledgeable and updates regarding all accounting principles (GAAP).
- Back up to Accounts Payable.
- Perform such other duties as assigned by administration which are necessary to maintain an efficient service to the business office.

OTHER DUTIES:

Participate in local, regional, state, and national professional/educational organizations to stay abreast of school finance and related issues. In this regard, Michigan School Business Officials is probably the key organization.

TERMS OF EMPLOYMENT: 12 month position

TURNAROUND SKILLS:

Ypsilanti Community Schools is a part of the MI Excel Turnaround Network and believes that a new teacher should be able to skillfully demonstrate the following skills:

1. Collaborates to create and execute clear, logical instructional plans that produce strong results in student learning.
2. Aligns curriculum, instruction, and assessments while responding to the individual needs of the students
3. Implements a tiered system of instruction within the classroom to meet the needs of all students

4. Discuss subject-specific content instruction and the drive to try out new ideas to improve student learning.
5. Coordinate instruction within and across grade levels.
6. Seek out knowledgeable peers, coaches, or administrators for instructional support in the never-ending quest to deliver the vision of high-quality subject-specific instruction in every class period every day.
7. Thrive in a professional environment that is one of mutual respect, teamwork, and accountability

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 essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate to loud.

APPLICATION PROCEDURE:

Complete all sections of the online application at:

<http://www.vcschools.us/employment>. It is required that applicants upload copies of the following documents: letter of interest and resume.

DEADLINE:

The deadline to apply for this posting is Until Filled.

TERMS:

The contract, salary, and other employment conditions will be established by the Board of Education. Applicants who receive a conditional offer of employment for this position will be required to commit to leadership with a traditional and/or balanced calendar. Further, applicants must agree to fully participate in all relevant training inclusive of or unique to the building assigned and the District.

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work, and detail the required knowledge, skills, and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The Ypsilanti Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this

description in its sole judgment.

This position description is not a contract for employment.

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