

****This Position is a Replacement Position****

Position Title: Financial Accountant & Grants Analyst

FTE: 1.0 (52 weeks, 40 hrs/week)

Salary: \$60,000 - \$70,000

Position Location: Finance Department – Balas Building, 2555 S. State St. Ann Arbor, MI 48104

Reporting Relationship: Chief Financial Officer

QUALIFICATIONS:

The following is a list of qualifications for the position, any of which may be waived by the Board of Education in exercising its prerogative to determine qualifications.

General Description:

Manages the District's banking activity, debt service, scholarship funds, petty cash and grant accounting. Prepares internal and external financial reports, reconciles bank statements and assists with audits. Suggest changes and realignments that will increase efficiencies and productivity within the office structure to the Chief Financial Officer and implement where appropriate.

Education and Experience:

- Bachelor's Degree in Business, Finance, Accounting or related field
- MBA and/or CPA preferred
- Three years' experience in public school district accounting, finance and/or grant administration
- MSBO CFO or BOM certification or commitment and eligibility to attain within two years of hire
- Demonstrated ability to manage department work flow with an emphasis on customer service and timeliness
- Experience and proficiency in Excel and Microsoft Word
- Experience with New World Systems preferred

Skills and Essential Qualities:

- Organized, dependable, and able to handle confidential information with discretion
- Strong analytical and mathematical aptitude
- Effective writing, speaking and communication skills

Essential Duties and Responsibilities:

- Coordinates the District's cash flow and ensures funds are available to satisfy cash disbursement obligations
 - Prepares projected and actual cash flow analysis
 - Manages decentralized deposit functions for schools, food service, child care, recreation and others; verifies incoming wire deposits and online payment receipts; prepares deposit entries
 - Manages void checks and NSF collections
 - Settles inter-fund transactions
 - Prepares monthly bank and investment reconciliations
 - Manages online banking interfaces and controls and integrates financial management software where possible
 - Maintains relations with banks to improve banking services, processes, fee structures and implement banking regulations
 - Establishes petty cash funds within schools and departments; develops procedures and assists budget managers and office professionals of each petty cash fund
 - Plans, performs and evaluates audits of department and school cash handling and petty cash compliance with legal and District rules and regulations
 - Reviews, approves and records petty cash reimbursement requests in accordance with policies, regulations and procedures
 - Prepares wire transfer requests and instructions for semi-annual debt service payments
 - Records journal entries
 - Maintains scholarship funds, records donations and processes scholarship awards
 - Performs accounting for grants received by the district including financial reports required by grant agencies and in compliance with grant guidelines
 - Stays abreast of federal, state, local and district statutes, policies, regulations and procedures concerning grants
 - Prepares and submits fund requests and final expenditure reports required by granting agencies
 - Assists budget managers and administrators with grant applications, budgets and administration
 - Communicates with federal, state and local granting agencies as needed
 - Creates and maintains general ledger for grants
 - Create, review, approve and submit personnel activity forms (PAFs) for grant personnel
 - Reviews and approves grant purchase orders, travel reimbursements, budget and expenditure transfers submitted by grant budget managers
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- Assists CFO with year-end audit and preparation of financial statements
 - Assists CFO as requested/needed
 - Provides financial management software training to various users
 - Assists with technology enhancements and updates to accounting software
 - Performs other duties as assigned

A successful candidate for this position has demonstrated the ability to:

LANGUAGE SKILLS:

Read and interpret documents such as procedure manuals.
Write routine reports and correspondence.
Speak effectively before groups of people.
Communicate clearly and concisely, both orally and in writing.

MATHEMATICAL SKILLS:

Calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages
Apply concepts of basic algebra

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
Deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Develop effective working relationships with co-workers and staff
Perform duties with awareness of all district requirements and Board of Education policies.
Operate standard office equipment.
Must be punctual, dependable and work with accuracy.
Maintain confidentiality of employee records.
Perform outstanding customer service.

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 functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, operate a computer and payroll stuffing machine, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as payroll reports. Specific vision abilities required by this job include close vision and depth perception.

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 the essential functions.*

The noise level in this environment is usually quiet. Positions demands meeting deadlines with severe time constraints.

METHOD OF APPLICATION:

All applicants must complete the online application at a2schools.org >> District Links >> Job Postings