



cc: EA President
Char-Em ISD Website
Bulletin Boards –
Char-Em ISD, Taylor
School, Boyne ISD

POSITION POSTING

- POSITION:** Senior Accountant
- QUALIFICATIONS:**
- Bachelor's degree required. Master's Degree preferred.
 - Minimum 3 – 5 years' experience in fund accounting or school/government audits
- JOB FUNCTIONS:**
- Prepares and maintains financial statements, budgets, and reports.
 - Prepares detailed payroll budgeting schedules to assist management in budgeting goals and staffing needs
 - Assists in developing cost formula allowances and recommending cost effective policies
 - Monitors Local, State and Federal grants to ensure funds are being spent within the guidelines of the grant contract.
 - Ensure transactions are properly recorded and entered into accounting system
 - Assists in coordinating an annual independent audit of financial operations, procedures and policies.
 - Assists personnel in grant application process with budget and payroll data
 - Ensures general ledger is maintained accurately for final reporting purposes.
 - Develop and maintain long and short range goals for finance and payroll department
 - Assists in preparation for the annual financial audit
 - Reviews procedures and prepares internal audit reports in compliance with State and local policy.
- OTHER KNOWLEDGE, SKILLS, AND ABILITIES:**
- Knowledge of / experience with computerized accounting programs.
 - Advanced knowledge of the Microsoft Office Suite
 - Knowledge of governmental accounting requirements and payroll laws.
 - Experience in preparing and maintain accounting spreadsheets and utilizing accounting software packages.
 - Ability to review and interpret financial data.
 - Ability to prepare financial statements and financial reports.
 - Strong accounting, payroll, and bookkeeping skills.
 - Ability to consistently and reliably perform all duties of the position.
- REPORTS TO:** Chief Financial Officer
- APPLICATION DEADLINE:** Until Filled
- CONTRACT LENGTH:** 260 days, year round. 8 hour days.
- COMPENSATION:** \$56,969 - \$59,247 annually commensurate with experience, plus full benefits.
- BEGINNING DATE OF EMPLOYMENT:** ASAP
- DIRECT INQUIRIES TO:** www.charemysd.org/aboutus/jobs
Charlevoix-Emmet Intermediate School District
08568 Mercer Boulevard
Charlevoix, MI 49720
231.547.9947
- DATE POSTED:** February 16, 2018