

February 20, 2018

CRESTWOOD SCHOOL DISTRICT

Dearborn Heights, MI 48127

POSITION TITLE: STAFF ACCOUNTANT
REPORTS TO: DIRECTOR OF BUSINESS OPERATIONS
EVALUATED BY: DIRECTOR OF BUSINESS OPERATIONS

JOB GOAL: To assist the Director of Business Operations in the operational accounting and financial reporting functions for the District in accordance with Generally Accepted Accounting Principals, State, and Federal guidelines.

QUALIFICATIONS: Following is a list of qualifications for the position of Staff Accountant, any of which may be waived by the Board in exercising its prerogative to determine qualifications:

1. Minimum of Associates Degree in Accounting or equivalent coursework or certificate, Bachelor's Degree preferred.
2. Three years of accounting experience in a Michigan Public School District preferred.
3. Demonstrated record of leadership, and skills as a team member, team builder, and team facilitator.
4. Demonstrated ability to communicate effectively, orally and in writing.
5. Proficient in use of Excel, PowerPoint, and Word.
6. Experience with Wayne RESA SMART financial system preferred.
7. Possess or be willing to obtain MSBO Certification.
8. Proficient in accounting for public school districts in accordance with the Bulletin 1022, "Michigan Public School Accounting Manual".
9. Proficient in fund accounting, grant accounting, general ledger accounting, and bank reconciliations.
10. Experience with year-end accounting transactions and preparation for year-end audit.
11. Ability to compile financial data and prepare financial reports.
12. Ability to maintain confidential information.
13. Outstanding organizational skills
14. Demonstrated ability to take initiative, complete tasks independently, and show desire to improve oneself and district practices.
15. Excellent attendance record and a strong work ethic.
16. Demonstrated mental, emotional and physical ability to meet the requirements of the position.

RESPONSIBILITIES:

1. Provide accounting services essential to the preparation, administration, supervision, and control of the general ledger.
2. Provide Accounts Receivable services for the district.
3. Provide Accounts Payable services for the district.
4. Process journal entries, cash receipts and accounts payable through the SMART finance system, including scanning and storage of supporting documentation.
5. Prepare financial reports, budget reports, and external reports required by Federal, State, and Local government agencies on a timely basis.
6. Prepare bank reconciliations on district bank accounts.
7. Assist in the preparation of the monthly budget and financial statements for all district funds.
8. Handle general banking issues, including deposits and electronic fund transfers.
9. Maintain chart of accounts in accordance with Bulletin 1022 "Michigan School Accounting Manual".
10. Communicate effectively with vendors, staff members, the public, and governmental agencies.

11. Implement new initiatives that improve processes and cost efficiencies.
12. Provide technical support to staff of computerized accounting systems.
13. Prepare annual summary and transmittal of 1099's as well as supporting schedules.
14. Assist Director of Business Operations in compiling information and preparing for audit.
15. Monitor account balances and related financial activity (e.g. grant records, expenses, claims, etc.) for the purpose of ensuring that allocations are accurate, related revenue are generated, expenditures are within budget, and fiscal practices are followed.
16. Provide coverage in payroll and other business office functions when staff is unable to perform their duties.
17. Reconcile food service financials and claims data monthly.
18. Responsible for recording and distribution of State Aid to various funds.
19. Check all invoices for proper documentation prior to payment.
20. Classify and match invoices and check requests.
21. Maintain vendor files.
22. Complete special projects as assigned by the Director of Business Operations.
23. Perform all other duties as assigned by the Director of Business Operations.

SALARY AND BENEFITS:

- Salary dependent on education, qualifications, and experience.
- Year round position with comprehensive benefits
- Excellent opportunity for career advancement.

Direct Supervisor:

Director of Business Operations

STARTING DATE

Immediately

APPLICATION DEADLINE:

Until Filled

METHOD OF APPLICATION

Qualified and Interested persons must apply on line by going to the Crestwood Home page under employment. Please include a letter of interest, resume, letters of recommendation, copy of certificate(s) and transcripts. We no longer accept paper applications delivered via mail, in person, faxed, or e-mail. If your qualifications meet our needs, we will contact you for further information and a possible interview. No person shall be discriminated against on the basis of age, race, sex, color, religion, national origin or ancestry, marital status, height, weight, or handicap/ disability.

