

Principal Account, Cash Management

Posting Date: TBD

Closing Date: Until Filled

Salary Range: \$64,603.98 - \$82,620.00

In accordance with the agreement between the Organization of School Administrators (OSAS) and the Board of Education of the Detroit Public Schools Community District, Table of Contents, Section 7.0 Promotions, the following vacancy is announced:

Job Type: Administrative

Benefits Eligibility: Successful candidates will be eligible for medical, dental, vision and life insurance coverage, as well as illness and vacation days.

Reports to: Deputy Executive Director, Accounting, Budget and Cash Management

Location: Department of Accounting, Budget and Cash Management

ROLE OVERVIEW

The Principal Accountant, Cash Management will work with the Accounting, Budget and Cash Management team and other DPS stakeholders to ensure that annual and periodic budgets cash flow management is fiscally responsible, aligned with district priorities and organized around the needs of schools in a manner that promotes the academic and social/emotional growth of DPS students.

Qualifications

Education:

Bachelor's Degree in Accounting or finance from an accredited college or university required; coursework should reflect systematic study in at least two of the following: Business Administration, Accounting, Finance, Economics or Information Technology

Experience:

Candidates must possess the following requisite skills:

- Minimum of 4 years of work experience in a computerized accounting environment
- Experience in a public education setting a plus

Duties & Responsibilities:

Under the direction of the Deputy Executive Director, Accounting, Budget and Cash Management, the Principal Accountant, Cash Management will:

- Prepare daily, weekly, monthly, quarterly and annual cash flows
- Process online banking transactions daily
- Provide assistance to schools and central office divisions with banking needs as required
- Assist in the preparation of periodic and annual financial reports
- Maintain communications and rapport with staff in schools and the central office as well as external contacts, especially financial institutions
- Schedule and coordinate armored car service for schools and departments
- Revise and update policies and procedures in Cash Management to enhance service provision to schools and central office divisions
- Provide training to schools and central office divisions twice per year
- Reconcile general ledger accounts and prepare journal entries as required, including uploads in the financial system
- Maintain district records of all financial transactions
- Prepare monthly reconciliations of banks and accounts as required
- Fulfill other duties and responsibilities as assigned

CORE COMPETENCIES

Ideal candidates will demonstrate the following:

- **Accuracy:** Able to perform work accurately and thoroughly
- **Integrity and clarity** in all communications and interactions
- Able to accept responsibility and account for his/her actions
- **Strong analytical, critical-thinking and organizational skills**
- **Able to work independently and manage multiple responsibilities simultaneously**
- **Able to thrive in a fast-paced and achievement-oriented environment**
- **Strong problem-solving and project management skills**
- **Demonstrated ability to learn quickly and take initiative**
- **Willingness to go above and beyond** to contribute to the success of a dynamic team committed to a new future for Detroit education
- **Able to build and cultivate relationships** with a wide variety of internal and, where appropriate, external stakeholders
- **Customer orientation:** Able to take care of customer needs while following company procedures
- **Personal alignment with the District's mission, vision and core values**

SPECIALIZED KNOWLEDGE, SKILLS & ABILITIES

- Must be able to provide evidence of preparing and monitoring budgets, audits, financial statement and analyzing accounts and processing online transactions with banks

- Experience preparing daily, weekly, monthly, quarterly and annual cash flows and knowledge of cash flow preparation for borrowing purposes, including multiple years, required
- Familiar with computer hardware and software accounting applications. Knowledge of Microsoft Office is a must including advanced knowledge and application of Microsoft Excel

Method of Application:

Applicants **MUST** apply through the online application system. **ONLY** applications submitted through the online application system will be considered for any posted position. All applicants are to attach a copy of their transcripts, most recent resume and cover letter. A copy of your valid teacher certification should also be attached if certification is required for the position you are applying for.

Applicants will receive an automated confirmation once they have successfully applied for a position.

Successful candidates are required to submit official transcript(s) at point of offer to hire. Service outside of the Detroit Public Schools must be verified by the applicant's employer(s) prior to hire.

It is the applicant's responsibility to provide all documentation (including copies) as requested. All documentation must be submitted along with the letter of interest. Due to the high volume of candidates applying for positions, we regret that we are unable to pull individual personnel files to retrieve/copy documents. Therefore, to assure the application process is not delayed, if you are applying for multiple positions with the district, we strongly encourage you to have available several photocopies of your credentials to be submitted for each position for which you apply. Documentation will not be accepted subsequent to the closing date of the announcement. Incomplete information will not be considered. Applicants requesting assistance during the application process should contact the Office of Talent Acquisition at www.detroitk12.org.

SECURITY

EXTERNAL APPLICANTS

If you are hired to fill a vacant position, you will be required to submit a Detroit Public Schools security clearance.

At point of offer to hire, please be advised that you will be responsible for a non-refundable payment of \$64.50 by cashier's check, certified check or money order. **DO NOT SUBMIT PAYMENT WITH APPLICATION.** There is an option to pay by MasterCard or Visa.

INTERNAL APPLICANTS

If you are a current Detroit Public Schools employee, presently employed with the district, you do not have to submit a fee related to obtaining the Detroit Public Schools security clearance.

The Board of Education of the Detroit Public Schools Community District does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or physical impairment.