

FOREST HILLS PUBLIC SCHOOLS

6590 Cascade Rd SE | Grand Rapids, MI 49546 | 616.493.8800

Vacancy Notice:

Job Title: Accounting Technician
Reporting to: Director of Finance

Summary of Responsibilities:

Responsible for processing of accounting transactions, maintaining accurate records for documentation and control, and performing various other general accounting duties to contribute to the efficient operation of the Business Office.

Qualifications:

1. Bachelor's degree (B.A.) from a four-year college or university in accounting, finance, business administration, or related area or applicable work experience.
2. Working knowledge of fund accounting. Working knowledge of governmental accounting is preferred.
3. Must possess a positive attitude, demonstrated ability to work with others, and effective communication skills, verbal and written.
4. Ability to competently utilize computerized accounting systems, MS Excel, Word, email and internet applications.
5. Ability to organize, prioritize, and problem solve while processing a high volume of financial transactions with a high degree of accuracy.
6. Ability to interpret a variety of abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.

Principle Duties and Responsibilities:

1. Administers and monitors all building and department budgets.
2. Processes all building and department related budget transfers.
3. Processes general, adjusting, month end, and fiscal year end journal entries.
4. Reconciles all bank accounts on a monthly basis.
5. Prepares quarterly balance sheet account reconciliation.
6. Monitors and maintains chart of accounts and general ledger account activity.
7. Monitors, maintains and reconciles all bond purchases. Coordinates with various departments on future projects.
8. Prepares reports and schedules for the annual audit
9. Maintains accounting software Approval Groups, User Views, and Roles.
10. Serves as the back-up for the Accounts Payable Clerk.
11. Performs other related duties as directed by supervisor.

Term of Employment

This is a 52-week position subject to the terms of the Administrative Support Staff Agreement. Pay scale and fringe benefits will be subject to the Administrative Support Staff Agreement.