

FOREST HILLS PUBLIC SCHOOLS

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

Vacancy Notice:

Job Title: Purchasing & Accounts Receivable Technician
Reporting to: Director of Finance

Summary of Responsibilities:

Responsible for processing transactions, maintaining and documenting accurate records, and advising district staff on established protocols with relation to the district's purchasing and accounts receivable operations. Responsible for other general accounting duties to contribute to the efficient operation of the Business Office.

Qualifications:

1. Associate's degree and/or work experience in related field of accounting, finance, and/or business. Bachelor's degree in related field preferred.
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. Process, monitor, and maintain purchasing operations of district.
 - a. Convert and issue purchase orders.
 - b. Fulfill alternative methods of purchasing whenever applicable.
2. Understand and adhere to district purchasing policies and procedures.
3. Assist and advise district staff on purchasing policies and procedures.
4. Monitor purchase order status and disseminate information as required.
5. Process, monitor, and maintain accounts receivable operations of district.
 - a. Review and post daily receipts to accounting software.
 - b. Reconcile daily bank download with cash receipt posting.
 - c. Prepare and issue invoices for billings to outside agencies.
6. Understand and adhere to district cash handling policies and procedures.
7. Assist and advise district staff on cash handling policies and procedures.
8. Monitor accounts receivable aging and disseminate information as required.

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.