

**Notice of Vacancy Position**  
**Please Post**  
(Internal/External Posting)

TO: All Interested Candidates  
FROM: Cheri Meier, Assistant Superintendent ~ HR  
DATE: November 13, 2017

The following position is available beginning January 22, 2018:

**Accounts Payable/Finance Technician**  
Business Office  
52 Weeks Per Year/40 Hours Per Week  
Class II  
\$16.37 Per Hr After 40 Working Days

Qualifications:

- Minimum of three years' experience in accounting, office setting preferred.
- Associates degree or higher in accounting or related business field is preferred.
- Experience with computerized generated accounting procedures, specifically **MUNIS** software preferred.
- Must be accurate, efficient and detail oriented.
- Demonstrate a high level of skill in word processing and utilizing spreadsheets (Microsoft Office Products).
- Must have strong communication and interpersonal skills.
- Mathematical skills required.
- Must maintain high level of confidentiality at all times.

Summary of Job Description:

- Prepares accounts payable checks, ACH payments, and records related to accounting and banking transactions. Ensures vendor payments are authorized, accurate, paid timely, and maximize available cash discounts.
- Provides purchasing support including assistance with vendors, vendor files, purchase orders and technical assistance with financial software. Monitors and relieves purchase orders at year end.
- Generates/distributes invoices to customers/outside groups, processes voids and/or adjustments to existing invoices, prepares and mails past due notices to customers, and performs related follow-up.
- Allocates/reconciles activity funds on a monthly basis, follows up with schools on discrepancies as needed and provides periodic reporting of balances.
- Verifies monthly credit card expenditures and assist with set-up of new credit cards.
- Assists departments with cash receipts, preparing bank deposits and posting revenues.
- Performs vendor/account maintenance transactions as needed.
- Inputs/uploads general ledger journal entries to the financial software system.
- Assists with compilation and verification of IRS 1099 reporting.
- Assist with monthly sales tax reporting for student activity accounts.
- Performs year-end activities including account reconciliations, journal entries and preparation of audit schedules/documents, provides information and assists auditors as needed.
- Processes account receivable and cash receipts, including receiving the money and preparing the bank deposit, monitoring and allocation of expenses/contractor payments, account number verification/coding and preparation of financial reports as required.
- Provides assistance with budget preparation by analyzing trends and program changes, examining estimates for completeness and accuracy and summarizing data for review and consultation with others.
- Provides backup support to Business Office Payroll staff as needed.

*Full job description available upon request.*

Interested candidates should submit a letter of interest and resume to:  
Cheri Meier, Assistant Superintendent ~ HR at Okemos Public Schools at  
4406 N. Okemos Rd., Okemos, MI 48864  
Applications accepted until 4:00 p.m. Monday, November 27, 2017.