



PLYMOUTH-CANTON

COMMUNITY SCHOOLS

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PLEASE GIVE THE APPROPRIATE PUBLICITY TO THE FOLLOWING VACANCY

POSITION: **ACCOUNTING SPECIALIST – Accounts Payable**
Board Office – Finance Department

MINIMUM QUALIFICATIONS:

1. Associate's degree, or 2+ years of equivalent work experience in accounts payable or accounting
2. Proficient in Excel, Word and 10-key by touch
3. Interpersonal and judgmental skills necessary to work effectively with staff and the public
4. Good organizational and time management skills
5. Strong problem solving skills, basic accounting principles knowledge, data analysis, and multi-tasking skills
6. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
7. Ability to communicate effectively verbally and in writing
8. Ability to analyze work and provide solutions
9. Must be willing to flex schedule during periods of high volume or to meet deadlines
10. Works well under deadlines
11. Must be detailed oriented
12. Ability to take initiative and work independently
13. Knowledge of general office procedures
14. Good attendance record in prior position

DUTIES AND RESPONSIBILITIES:

1. Responsible for accounts payable functions
 - a. Match invoices to purchase orders and receivers
 - b. Review documentation for approval, completeness and compliance with policies and internal controls
 - c. Research and resolve invoice discrepancies and issues
 - d. Enter and upload invoices into system
 - e. Print, seal and distribute/mail accounts payable checks
 - f. Coordinate and process purchasing card bills
 - g. Prepare, record, and document journal entries
2. Manage vendor maintenance
 - a. Research and resolve vendor discrepancies
 - b. Reconcile monthly vendor statements to actual payments and follow up on outstanding items
 - c. Respond to vendor inquiries regarding payments
 - d. Maintain an accurate, organized filing system of paid and unpaid invoices and purchase orders and assess priorities
 - e. Maintain record retention system for federal and state auditing purposes
3. Additional responsibilities

- a. Follow up with district buildings and departments on open purchase orders and invoices with the goal of timely processing
- b. Manage accounting for District purchasing card program
- c. Manage accounting for District vendor payments received via credit card program
- d. Reconcile processed work by verifying entries and comparing system reports to balances
- e. Monitor outstanding check listing and follow-up on stale items
- f. Identifies invoices for accrual and assists with accounting for accrued items
- g. Prepare account reconciliations, as requested
- h. Prepare audit schedules and respond to auditor inquiries
- i. Reconcile outstanding invoices to general ledger balances
- j. Generate and process purchase orders, when necessary, in support of accounting and purchasing functions
- k. Generate journal entries, as necessary
- l. Work with leadership team to identify and modify system procedures to improve productivity
- m. Bending, lifting, and overhead work required
- n. Perform other duties, as directed

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

REPORTS TO: Business Manager

RATE OF PAY: The starting salary range for this position is \$32,240 - \$36,754, depending on experience and qualifications.

TERMS OF EMPLOYMENT: 52-week Non-Affiliated position

BEGINNING DATE: Mid-August 2018

METHOD OF APPLICATION: Two Step Process

Step 1 - Complete the on-line application at <http://links.pccsk12.com/pccs-employment>

Please complete the Personal Information, Work Experience and Education sections of the online application. Upload the following documents in the File Upload section:

- Resume
- Cover Letter (attach in resume section)
Address letter to Jill Sauve

Please note that documents attached to your online application will need to be one of the following file formats: .jpg, .tif, .doc, .pdf, or .gif. Files should be no larger than 8.5" x 11" scanned in black and white or 256 grayscale. Because all required documents are attached to the online application, it is not necessary to submit paperwork to our office.

Step 2 - Apply for the position

From the main page of the your online application in the 'Available Jobs' section, find the job code for the position you are interested in and click 'APPLY' on the left-hand side of the page. The job will then appear at the top of the page in the 'Jobs You Have Applied For' section.

OTHER:

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant. Cost for fingerprinting is approximately \$70.00.

DEADLINE FOR APPLICATION: Friday, July 20, 2018 – 4:00 p.m.

Jamie Senkbeil
Employment Specialist
Plymouth-Canton Community Schools
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Plymouth, MI 48170
734-416-4836

Job Code #31-107