



Bloomington Public Schools

Position	Accounting Specialist - part time/ full time	Job Location	Central Office
Date Posted	1/5/2024	Reports To	Tina Wilson, CFO
Closing Date	Until Filled	Job Type	Accounting
Salary/Benefits	based on experience	Start Date	ASAP
How to Apply	Submit letter of interest and resume to twilson@bdalecards.org		

Job Description:

The primary job goal of the Accounting Specialist is to ensure timely, effective, efficient, and accurate accounting of the district's accounts payable systems and to provide general support to the Business Office.

Minimum Qualifications:**Education:**

- Associates Degree in accounting, finance or related field or related job experience.

Knowledge and Skills:

- Extensive experience with Microsoft Office applications and other technology such as financial accounting software packages.
- Organized, dependable and willing to work independently with minimum supervision. Ability to problem solve logically and rationally. Ability to interpret instructions furnished in a variety of forms (written, oral, diagram, or schedule).
- Attention to details, accuracy, and time management.
- Strong communication and interpersonal skills are required along with the ability to establish and maintain effective working relationships.
- Must respect and maintain confidentiality.
- Must carry out all responsibilities with awareness of all requirements and standards established by the Board of Education.

Essential Job Functions:

- Review all invoices, travel reimbursements, and purchasing card transactions for accuracy and payment approval. Process, pay, and/or distribute in accordance with district accounts payable policies and procedures.
- Prepare forms 1099 and 1096 at year end.
- Issue invoices to customers and local districts, and monitor payments received.
- Resolve customer and vendor complaints.
- Maintain records in the financial accounting system as well as record retention system.
- Assist with financial audit after fiscal year end.
- Perform general accounting duties, including journal entries, bank reconciliations, cash transfers, fixed assets, etc. in compliance with the guidelines from the Michigan Department of Education and Governmental Accounting Standards Board.
- Ensure compliance with internal accounting procedures.
- Assist and work with local school district business personnel as needed.
- Perform additional tasks, responsibilities and duties as assigned by the CFO.
- Regular and reliable, in person attendance.

It is the policy of the Bloomington Public School District not to discriminate on the basis of race, religion, national origin, sex, age, marital status, height, weight, or handicap on its employment practice as well as in its educational programs, activities, and services. The District reaffirms its policy to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, and all other applicable federal and state laws and regulations prohibiting discrimination.

Inquiries related to section 504, Title VI, and Title IX, and any other federal or state Laws prohibiting discrimination should be directed to Dr. Deanna Dobbins, Superintendent of Schools, P. O. Box 217, Bloomington, MI 49026. (269) 521-3900.