



# PLYMOUTH-CANTON

## COMMUNITY SCHOOLS

**GLOBALLY FOCUSED. LOCALLY CONNECTED.**

PLEASE GIVE THE APPROPRIATE PUBLICITY TO THE FOLLOWING VACANCY

**POSITION:** Accounting and Grants Associate  
**LOCATION:** Board Office (E.J. McClendon Center)  
**SALARY:** 2023-2024 Non-Affiliated Administrators Schedule, Grade 5  
**REPORTS TO:** Director of Finance & Accounting

### **MINIMUM QUALIFICATIONS:**

1. Associate degree with training in Accounting (preferred), five (5) years of successful work experience in accounting or bookkeeping, or a combination of education and experience.
2. Minimum of three years of experience working with budgets and/or grants.
3. Strong technology skills, including experience and proficiency in Microsoft Excel and Word.
4. Strong analytical and mathematical aptitude.
5. Skilled in computerized accounting systems, preferably the SMART finance system.
6. Demonstrated excellent organizational and communication skills, attention to detail and follow through to resolve outstanding issues.
7. Strong customer service skills; ethical, inclusive and equitable practices and behaviors
8. Experience in governmental accounting preferred.
9. Knowledge of the State of Michigan Accounting Manual (Bulletin 1022) preferred.
10. Possess or be eligible for MSBO certification: Business Office Specialist (BOS), Business Office Manager (BOM), or Chief Financial Officer (CFO).

### **POSITION RESPONSIBILITIES:**

1. Responsible for day-to-day accounting functions, including posting journal entries, budget transfers, assisting with day-to-day accounting and general ledger maintenance.
2. Reviews and implements all Business Office procedures to provide accurate accounting and internal control procedures for all District funds.
3. Manages financial component of Federal, State and Local Grants (except special education and PA18) as assigned
  - a. Assists with grant financial management: prepare budgets, answer cost-related questions associated with grants, and review for grant compliance.
  - b. Reviews, processes and approves all state and local grant-funded journal entries and fund transfers throughout the District.
  - c. Completes monthly grant reconciliations to support request of funding for grants.
  - d. Processes grant reimbursements including cash drawdowns from respective grantors, foundations, MDE, Wayne RESA, or other entity.
  - e. Completes and submits Final Expenditure Reports where applicable.
4. Assists with year-end grant accruals and reporting.

5. Reviews substitute invoices and payments for accuracy and posts expenses to appropriate accounts; maintains account codes and staff account codes in absence management system
6. Records and submits monthly and annual sales tax payments and returns for Adult Food Services and Yearbook Sales
7. Assists with internal and external coaching payments and accounts
8. Assists with bank reconciliations and investment reconciliations
9. Responsible for Crossing Guard payroll, including verification of Crossing Guard Payroll timesheets, processing and submission of Crossing Guard Payroll and reconciliation thereof; includes assisting municipalities with their Crossing Guard annual budgets.
10. Assists district staff with accounting and monitoring of their assigned budgets.
11. Assists with creating new account codes for new positions and grant awards in compliance with Michigan Public School Accounting Manual and FID
12. Assists with year-end accounting procedures including year-end accruals and preparation of annual audit
13. Assists Director of Finance & Accounting, as requested
14. Other duties as assigned

**EVALUATION:** Performance of this position will be evaluated annually in accordance with the provisions of the Board's Policy on Evaluation of Certified Personnel.

**BEGINNING DATE:** As soon as possible.

**SALARY:** The salary range for this position is \$47,824 to \$73,431  
Salary will be determined on the basis of qualifications and experience.  
This is 52-week Non-Affiliated position.  
Salary will be prorated to start date.

**METHOD OF APPLICATION:**

INTERNAL APPLICANTS – Apply [online](#) using the Internal Applicants section. You will be required to upload the following documents to your application:

- Letter of interest
- Updated resume
- **Diversity, Equity and Inclusion Statement (attach in resume section). This statement should include your understanding and Knowledge of diversity, equity and inclusion including your past experiences and how you will ensure this is at the center of your work in the role for which you are applying.**
- Copy of official transcripts for all degrees earned (if applicable)

EXTERNAL APPLICANTS – Apply [online](#) using the External Applicants section. You will be required to upload the following documents to your application:

- Cover Letter - Address letter to Abdul Madyun, Chief Human Resource Officer
- Resume
- **Diversity, Equity and Inclusion Statement (attach in resume section). This statement should include your understanding and Knowledge of diversity, equity and inclusion including your past experiences and how you will ensure this is at the center of your work in the role for which you are applying.**
- Two current letters of recommendation
- Copies of official transcripts for all degrees earned

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally

the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

**WORK ENVIRONMENT:**

Plymouth-Canton Community School district is committed to a diverse and inclusive workplace. Plymouth-Canton Community School district is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age or any other legally protected status. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TERMS OF EMPLOYMENT:**

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:**

**Open until filled**