



# Genesee Intermediate School District

## VACANCY NOTICE



November 11, 2022

### Business Office Support Specialist I

Posting No. 26764

#### ABOUT US

At the Genesee Intermediate School District, we are collaborators, leaders, educators, and support staff delivering instructional programs and services in general education, special education, and career technical education to 61,000 students, their families, and nearly 8,500 educators. GISD values its staff and cultivates positivity in the workplace as we all work together to carry out our mission of leadership, service, and innovation – partnering for success!

#### SALARY AND BENEFITS

\$20.44 - \$26.18 per hour. Genesee Intermediate Educational Support Personnel Association (GIESPA).

Benefits: We offer five different health insurance plans along with life insurance, dental, vision, and disability insurance after one full day of employment.

#### WORK LOCATION AND SCHEDULE

Business Services / Shared Services  
2110 West Hill Rd, Flint, MI 48507

37.5 hours per week, Full-Time.

#### ROLE AND ESSENTIAL DUTIES

The Business Office Support Specialist I supports the vision and mission of the Genesee Intermediate School District by performing various accounting procedures for the Genesee Intermediate School District (GISD) and constituent districts; by taking responsibility for possible duties such as preparing payroll, accounts receivable, general ledger, trust and agency accounts, grant monitoring, compliance calculations, Medicaid reporting, USF and finance procedures, as well as preparing financial reports; by taking responsibility for possible duties such as preparing deposits, reconciling accounts, check reconciliations, designing report writers and developing spreadsheets.

#### QUALIFICATIONS AND EXPERIENCE

Required: Associate's degree in accounting, business management or related business field. assistants required. Five or more years of documented successful school accounting experience may be considered in lieu of the education requirement.

Preferred: Bachelor's degree in accounting or business management preferred. Coursework in advanced accounting, economics, finance, math and statistics preferred. Two years documented work experience in accounting preferred. Experience with SchoolsOPEN software desirable.

#### DEADLINE

Internal applications accepted through November 17, 2022. External applications accepted until the position is filled.

**FIND ADDITIONAL INFORMATION ABOUT QUALIFICATIONS, EXPERIENCE, AND ESSENTIAL DUTIES AND APPLY ONLINE AT: [HTTP://BIT.LY/GISDJOB](http://bit.ly/GISDJob)**



Genesee Intermediate  
School District

Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

### **Job Title:**

### **Business Office Support Specialist I**

### **Job Summary:**

The Business Office Support Specialist I performs various accounting procedures for the Genesee Intermediate School District (GISD) and constituent districts. May be responsible for preparing payroll, accounts receivable, general ledger, trust and agency accounts, grant monitoring, compliance calculations, Medicaid reporting, USF and finance procedures, as well as preparing financial reports. May be responsible for preparing deposits, reconciling accounts, check reconciliations, designing report writers and developing spreadsheets.

### **Essential Duties (May include, but not limited to):**

1. Maintains a specific area of operation (payroll, accounts receivable, finance, general ledger, etc.), as assigned by the immediate supervisor.
2. Maintains a working knowledge of all accounting areas of operation within the Business Services department.
3. Balances various accounting procedures.
4. Utilizes Microsoft Excel and SchoolsOPEN software to enter and receive information such as financial and/or personnel data.
5. Designs and develops computerized reports, spreadsheets and presentations.
6. Develops and distributes complex financial reports.
7. Verifies financial information for accuracy.
8. Processes and enacts bank transactions.
9. Assists constituent district personnel with the preparation of payroll data, financial data and statistical reports, as requested by the supervisor.
10. Works as a team member to analyze and solve complex accounting transactions.
11. Assists constituent school district staff in the analysis of accounting, payroll and finance procedures through the user group relationships.
12. Works with constituent district personnel, central office staff, superintendents and administrators to provide assistance for the accurate completion of reports that relate to the service area.
13. Serves in an active role in SchoolsOPEN user groups.
14. Provides business/management technical assistance to the local districts.

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#### **Essential Duties (Continued):**

15. Develops and maintains written documentation on processes and procedures to include staff development training for GISD and constituent district staff members.
16. Assists with the preparation of budgets.
17. Consistently models Win-Win Leadership.

#### **Other Duties:**

1. Assists in preparation of special projects.
2. Composes and prepares correspondence.
3. Performs other duties as assigned.

#### **Qualifications:**

##### **Education:**

Associate's degree in accounting, business management or related business field required. Bachelor's degree in accounting or business management preferred. Five or more years of documented successful school accounting experience may be considered in lieu of the education requirement. Coursework in advanced accounting, economics, finance, math and statistics preferred.

##### **Experience:**

Two years documented work experience in accounting preferred. Experience with SchoolsOPEN software desirable.

##### **Skills/Other:**

Required to pass proficiency testing in business math, numerical data entry, Microsoft Word and Excel at the intermediate skill level. Ability to create PowerPoint presentations preferred. Ability to utilize district technology, and works to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to solve complex problems, manage multiple tasks, demonstrate effective time management skills, meet deadlines and produce accurate work. Ability to relate effectively with others through oral and written communication. Strong teamwork, interpersonal communication and problem-solving skills. Punctuality and good attendance are requirements for the position. Ability to work a flexible work day, work week and work year. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. Demonstrate honesty, integrity, and professionalism at all times. Ability to maintain a poised and professional image at all times. Ability to exercise good judgment and make decisions in accordance with board policies and administrative guidelines. Thorough knowledge of accounting principles. Ability to develop spreadsheets. Ability to work with an integrated accounting system with the specific understanding of the effects on transactions and their impact on the financial records.

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### **Special Job Considerations:**

Certification: None

Type of Certification: None

Bargaining Unit: Genesee Intermediate Educational Support Personnel Association

Salary Schedule: Technology and Specialist Salary Schedule

Immediate Supervisor: Assistant Superintendent for Business Services

Supervision: None

Date: December 8, 2018; June 17, 2010; November 9, 2011; November 15, 2012; February 12, 2013; June 30, 2016; October 2, 2018

Approved:

KPM: fs

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