



Genesee Intermediate  
School District

Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

### **Job Title:**

### **Shared Business Services Staff Accountant**

### **Job Summary:**

The Shared Business Services Staff Accountant specifically supports local school districts and/or public school academies as part of the Shared Business Services team within the Business Services department. This position may perform multiple business office functions including, but not limited to, Michigan Public School Employees' Retirement System (MPERS) reconciliation and reporting, general ledger reconciliation, accounts payable, accounts receivable, financial support for grant awards, fringe benefit reconciliation, financial reporting as assigned by the immediate supervisor, with an emphasis on payroll processing. This position also requires collaborative teamwork to review and verify reports, prepare deposits, reconcile accounts, prepare check reconciliations, and develop spreadsheets.

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

1. Assists business services staff in various accounting procedures for the constituent assigned district.
2. May be simultaneously responsible for multiple business office functions such as retirement reconciliation and reporting, payroll audits and correspondence, fringe benefit reconciliation accounts receivable, accounts payable, grant monitoring, and general ledger as well as preparing financial reports, as assigned by the immediate supervisor, with an emphasis on payroll processing.
3. Works as a team member to review and verify reports, prepare deposits, reconcile accounts, prepare check reconciliations, and develop spreadsheets.
4. Utilize Microsoft Excel, SchoolsOPEN software, and other applications to enter and receive information such as financial and/or personnel data.
5. May assist the immediate supervisor with the maintenance of assigned district(s) staff list for budget, payroll processing, and other reporting needs.
6. Responsible for reviewing, understanding, and implementing assigned district(s) collective bargaining agreements and other employment contracts as they relate to assigned functions.
7. Works with constituent district personnel in the preparation of payroll data, financial data, and statistical reports, as requested by the supervisor.
8. Balances various accounting procedures.
9. Processes and enacts bank transactions.

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

10. Provides business/management technical assistance to the local districts.
11. Assists in the development of computerized reports and presentations.
12. Consistently models Win-Win leadership.

### **Other Duties:**

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

### **Qualifications:**

#### **Education:**

Associate's degree in accounting, business management or related field required. Coursework (minimum of twelve semester hours) beyond the associate's degree in advanced accounting, economics, finance, math, and/or statistics required. Demonstrated successful work experience in school finance or school payroll may be considered as part of the coursework requirement. Bachelor's degree in accounting or business management preferred. Completion of Michigan School Business Officials Payroll Specialist Track required within three (3) years from date of hire in the position required.

#### **Experience:**

Minimum five years related work experience in accounting, budget development, and/or payroll required. Experience with SchoolsOPEN software desirable.

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

Required to pass proficiency testing in Microsoft Word and Excel at the beginner skill level; business math, spelling and typing (45 wpm) required. Ability to create PowerPoint presentations preferred. Ability to solve 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 workday, work week and work year. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. 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:

Type of Certification:

Bargaining Unit:

Salary Schedule: Specialist

Immediate Supervisor Finance Director for Shared Business Services

Supervision:

Date: April 19, 2006; August 30, 2006; April 8, 2009; January 25, 2022, June 12, 2025

Approved: 

TLH: kv

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