

THE GROSSE POINTE PUBLIC SCHOOL SYSTEM

SENIOR ACCOUNTANT

Job Description

Reports To	Supervisor of Finance
Classification	Full-Time, 12-Month Position
Work Location	In person, five (5) days per week; limited seasonal hybrid work may be available with supervisor approval and based on operational needs.
FLSA Status	Exempt
Department	Finance

JOB SUMMARY

The Senior Accountant supports the integrity, accuracy, compliance, and timely reporting of the District's financial operations. Reporting to the Supervisor of Finance, this position performs advanced accounting, reconciliation, grant and program financial management, payroll support, audit preparation, state and federal reporting, and financial analysis. The Senior Accountant works collaboratively across departments to strengthen internal controls, improve financial processes, and provide reliable information for administrative decision-making.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Stay current on federal, state, local, and District statutes, policies, regulations, accounting standards, and procedures related to public school finance and accounting.
- Assist with program and grant financial management, including preparing budgets, monitoring and approving expenditures, maintaining federal payroll certifications, and responding to cost-related questions.
- Complete monthly program and grant reconciliations to support accurate and timely funding requests.
- Support the payroll function by serving as backup, completing payroll-related reconciliations, and assisting with payroll processing, corrections, and adjustments.
- Coordinate with other departments to track and maintain Extra Pay for Extra Duty (EPED) contracts, verify contract amounts and account coding, and ensure new contracts and changes are submitted accurately and on time.
- Complete timely monthly account reconciliations and settle interfund transactions.
- Perform complex account reconciliations, analyze financial results, and investigate and resolve variances.
- Prepare journal entries and supporting schedules in accordance with District procedures and applicable accounting standards.
- Prepare monthly budget reports, financial statements, and other internal and external reports to support administrative decision-making.
- Assist with annual and other audits, including preparation of financial statements, supporting schedules, reconciliations, and requested documentation.
- Assist with completing and submitting required reports, including the Annual Financial Report (FID), Special Education Cost Report, Center Program Cost Reports, Medicaid Outreach, Transportation Financial Report, and other required financial reports.
- Communicate professionally with federal, state, intermediate school district, local, and other agencies regarding financial and reporting matters.

- Provide training, technical assistance, and guidance to accountants, bookkeepers, secretaries, administrators, and other staff on accounting procedures and financial systems.
- Evaluate accounting processes and recommend improvements that strengthen accuracy, efficiency, consistency, and internal controls.
- Maintain accurate records and safeguard confidential financial, payroll, employee, student, and District information in accordance with applicable law, Board policy, and District procedures.
- Collaborate effectively with Finance, Human Resources, Operations, Student Services, schools, and other departments to meet District financial and operational needs.
- Meet professional obligations through reliable attendance, sound judgment, timely completion of work, effective communication, and adherence to established deadlines.
- Perform other duties and responsibilities as assigned by the Supervisor of Finance or District administration.

GOING FOR THE GOLD

The Senior Accountant is expected to support GPPSS Going for the Gold by demonstrating a consistent commitment to excellence, service, collaboration, accountability, continuous improvement, and responsible stewardship of District resources. The employee models professional and ethical conduct, seeks solutions, supports colleagues and schools, and contributes to a culture focused on high-quality service to students, families, staff, and the community.

QUALIFICATIONS

Required

- Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field from an accredited college or university.
- Minimum of three (3) years of progressively responsible professional accounting experience, including account reconciliations, financial reporting, budgeting, audit support, or comparable work.
- Strong knowledge of generally accepted accounting principles and demonstrated ability to analyze complex financial information.
- Advanced proficiency with spreadsheets and financial information systems; ability to learn and effectively use District software and reporting systems.
- Excellent organizational, analytical, problem-solving, written communication, and interpersonal skills.
- Ability to manage multiple priorities and recurring deadlines with a high degree of accuracy and attention to detail.
- Ability to exercise sound judgment, maintain strict confidentiality, and work independently and collaboratively.
- Regular and reliable attendance and the ability to work on site as required.

Preferred

- Professional accounting experience in a Michigan public school district, governmental entity, or other public-sector organization.
- Experience with school finance, grants, payroll, FID reporting, special education cost reporting, Medicaid reporting, or governmental fund accounting.
- Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), or other relevant professional certification.

WORK SCHEDULE AND CONDITIONS

- Full-time, 12-month position with a regular in-person work schedule of five (5) days per week.
- Limited seasonal hybrid work may be available during designated periods, with advance supervisor approval and when consistent with departmental coverage, deadlines, audit/reporting cycles, and District

operational needs. Hybrid work is not guaranteed and may be modified or discontinued based on District needs.

- Occasional work outside normal business hours may be required during payroll deadlines, budget development, fiscal year-end close, audits, state/federal reporting periods, or other peak operational periods.
- Work is primarily performed in a professional office/school district environment with frequent computer, telephone, video conference, and financial-system use.

PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting and working at a computer and reviewing financial records and reports.
- Frequent use of hands and fingers for keyboarding, data entry, filing, and operation of standard office equipment.
- Occasional standing, walking, bending, reaching, and climbing stairs within District facilities.
- Ability to communicate effectively in person, by telephone, and through electronic communication.
- Ability to occasionally lift, carry, or move office materials and records weighing up to approximately 20 pounds.

LEGAL AND EMPLOYMENT REQUIREMENTS

- Successful candidate must meet State of Michigan standards for a clear criminal history and complete all legally required fingerprinting and background clearance requirements for public school employment.
- Must be legally authorized to work in the United States and satisfy all employment eligibility verification requirements.
- Must comply with applicable federal and state laws, Michigan Department of Education requirements, Board policies, administrative guidelines, financial controls, records-retention requirements, confidentiality obligations, and District procedures applicable to the position.
- GPPSS is an equal opportunity employer. Employment decisions are made without unlawful discrimination and in accordance with applicable federal and state civil rights and employment laws.
- Reasonable accommodations will be provided to qualified individuals with disabilities as required by law.

COMPENSATION AND BENEFITS

Grosse Pointe Public School System (GPPSS) offers a competitive compensation and comprehensive benefits package designed to support the well-being and financial security of its employees.

Eligible employees enjoy participation in the Michigan Public School Employees' Retirement System (MPERS), generous paid holidays and paid time off, income protection benefits, and additional District-sponsored benefits.

The salary range for this position is \$62,165.36–\$81,994.62, in accordance with the District's Non-Instructional Supervisor (NIS) wage schedule. Initial salary placement will be determined based on relevant professional experience, educational qualifications, and applicable District guidelines.

All benefits are subject to applicable eligibility requirements, District policies, plan provisions, and governing laws and may be modified as permitted by law.

GENERAL NOTICE

This information is intended to describe the general nature and level of work performed by the employee in this position. It is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties,

requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific term or condition of employment. The District may add to, modify, or delete any aspect of this job or the position itself at any time as it deems advisable, consistent with applicable law.