

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

June 8, 2021

**Accountant**  
**Administration Building**  
**Business, Communications, and Operations**  
**Supervisory/Technical, Grade 11 (\$43,492 - \$49,529)**  
**12-Month, Full-time**

## Performance Responsibilities

1. Maintain strict confidential standards.
2. Write receipts and prepare deposits for checks, refunds, and payments.
3. Record and prepare cash receipts from all locations for bank deposit. Coordinate bank pick up and take deposits to the bank as necessary.
4. Train staff at all the sites on how to prepare deposits and assist KPS staff and non-staff such as PTO treasurers with accounting questions and reading financial reports.
5. Process NSF checks.
6. Prepare and process general ledger entries.
7. Reconcile district-wide petty cash at year end.
8. Invoice departments and outside agencies for various costs, track payments and outstanding balances.
9. Assist in putting together information for the District's annual audit.
10. Perform account payable audits for each check run as well as other internal audits.
11. Assist with the KPS web store/RevTrak online.
12. Complete monthly bank reconciliations.
13. Train sites on how to run MUNIS financial reports.
14. Maintain property tax collections worksheet and process tax charge backs for payments.
15. Assist with year-end closing.
16. Prepare District's annual Sales Tax Report.
17. Assist with quarterly Medicaid Outreach reporting.
18. Maintain ACH spreadsheet.
19. Answer telephones and perform other duties and special projects as assigned.

### **Minimum Qualifications**

1. Associates degree in Accounting.
2. Minimum of one year performing detailed accounting functions.
3. Ability to work independently, be detailed oriented, prioritize and complete assignments under stressful conditions.
4. Ability to use the computer and 10-key calculator with speed and accuracy.
5. Proficient in Microsoft Excel and Word.
6. Ability to lift 50 pounds.
7. Demonstrated ability to communicate well and exercises skill in human relations.
8. Evidence of a desirable work record (high accuracy, low absenteeism, flexibility, and good performance).

### **Desirable Qualifications**

1. Bachelor's degree in accounting.
2. Prior experience working with large data processing systems.
3. Previous school district accounting experience.
4. Successful experience in a multi-cultural urban educational setting.

Please apply online at [www.kalamazoopublicschools.com](http://www.kalamazoopublicschools.com) no later than **Monday, June 14, 2021.**

Kalamazoo Public Schools is an Equal Opportunity Employer.