

Human Resources Department
31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION: Account Payable Specialist

LOCATION: Education and Administration
Center (EAC)

SALARY: \$51,126 - \$69,251
Non-Bargaining unit position

DEADLINE: September 19, 2025

SCHEDULE: Full-Time 12 Month

POSTING DATE: September 9, 2025

START DATE: September 2025

JOB SUMMARY:

The Accounts Payable clerk is responsible for the recording and processing of all payable transactions or the District with use of fund accounting in accordance with the Michigan Public Schools Accounting Manual and generally accepted accounting principles. The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MAJOR DUTIES AND RESPONSIBILITIES:

Provide staff support to the Director of Finance and Accounting Manager in the following accounting areas:

1. Prepare and/or coordinate all account payable vendor payments for the district and maintain all invoice files and reports necessary to assure timeliness and general ledger accuracy of balances.
2. Ensure timely and accurate entry of all payments in the computerized financial accounting system (BusinessPlus).
3. Prepare, verify and distribute accounts payable checks for various district funds.
4. Maintain positive communications with vendors and inform departments of all payment discrepancies. Respond to vendor inquiries regarding payment status.
5. Maintain positive communications with district staff to track open orders as well as open credits.
6. Record all necessary entries for in-house charges for entry into the financial accounting system.
7. Provide support for other finance department processes and procedures as necessary.
8. Create and print all reports as they relate to accounts payable and purchasing.
9. Maintain organized and updated W-9 file.
10. Responsible for the processing of 1099's for year-end tax reporting.
11. Assist as needed with the annual audit process.
12. Update and maintain any reconciling bond schedules as required.
13. Update and maintain conversion activities as well as attend required trainings for an anticipated financial software change.
14. Provide assistance to Accounting Manager in managing P-Cards and online purchasing systems such as Amazon and Staples.
15. Post bids to state website
16. Assist in processing employee reimbursements, mileage forms and other compensation forms as needed
17. Other duties as assigned by the Director of Finance and Accounting Manager.

AN EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS:

The candidate selected for this assignment will be the one who offers the best combination of qualities in accordance with the following qualifications and requirements:

1. Education: Associates degree with emphasis in accounting and/or business administration or Bachelor's degree with emphasis in accounting and/or business administration preferred, or equivalent work experience.
2. Experience: Minimum of two years' experience with computerized accounting systems, including accounts payable and/or general bookkeeping required. A minimum of two years' experience in Michigan public school finance/business office preferred.
3. Completed the probationary period in present assignment.
4. Good attendance and punctuality record on previous positions held.
5. Ability to prioritize personal and/or vacation time accordingly.
6. Ability to work well with others in a fast-paced environment, handle multiple projects, establish priorities and resolve problems.
7. Self-directed, organized and able to meet strict deadlines with accuracy. Must be detail oriented with very strong organizational skills.
8. Excellent communication skills, both written and oral along with impeccable customer service skills.
9. Accurate data entry skills required.
10. Possess a high degree of confidentiality with highly sensitive information about district employees and vendors.
11. Experience and aptitude in the use of computerized financial software systems (BusinessPlus), spreadsheets (Microsoft Excel) and word processing (Microsoft Word).
12. Knowledge of the Michigan Public Schools Accounting Manual (Bulletin 1022).

SALARY AND BENEFITS:

Salary range is in accordance with **Central Office Operations Grade 5** salary ranges, and will be determined based on the candidate's training and experience. Additional compensation and benefits for include: full family medical, dental and vision insurance; 23 vacation days, personal days and illness income protection; long-term disability insurance; life insurance; merit pay and Board-Paid Tax Sheltered Annuity. In addition, non-resident district employees are able to enroll their children as Birmingham Public School students.

METHOD OF APPLICATION:

Interested candidates meeting the above qualifications must complete the entire online application on the [Oakland Schools HR Consortium website](#) by the deadline listed. In addition, upload your **LETTER OF INTEREST, CURRENT RESUME and REFERENCES**.

ABOUT THE DISTRICT

Birmingham Public Schools (Michigan) is committed to excellence in education, consistently ranking among the highest achieving school districts in the state. With optimal class sizes, high academic standards, a comprehensive curriculum, and a nurturing environment built on a foundation of Character Education, all students have an advantage. The district of 7,300 students is located in the metro Detroit area. For more information about Birmingham Public Schools, visit www.birmingham.k12.mi.us.

BIRMINGHAM PUBLIC SCHOOLS NOTICE OF NONDISCRIMINATION

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Special Education, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.