



Notice of Vacancy

South Lyon Community Schools
345 South Warren
South Lyon, MI 48178

PLEASE POST!

POSITION:	Accounting Manager (AD2)
LOCATION:	Administration Building
QUALIFICATIONS/ RESPONSIBILITIES:	See Attachment
RATE OF PAY:	Salary range: \$67,760.00-79,330.00
BEGINNING DATE:	As Soon as Feasible
DEADLINE FOR APPLICATION:	Until Filled
APPLICATION:	Send letter of interest and resume to: Brian Toth, Assistant Superintendent Administrative Services tothb@slcs.us External Candidates please apply at Frontline: https://www.applitrack.com/oaklandschools/onlineapp/
DATE OF POSTING:	September 22, 2025

SOUTH LYON COMMUNITY SCHOOLS

JOB DESCRIPTION

Accounting Manager

Qualifications:

1. Bachelor's degree in accounting or finance. Minimum of two years of related job experience, preferably in a school district.
2. Extensive computer skills, extensive knowledge of computer applications including standard Microsoft Products (Excel, Word, Access). Knowledge of PowerSchool Business Plus (aka Bi-Tech) software preferred.
3. Understanding of fund accounting and intercompany transactions.
4. Detailed understanding of the following business functions; payroll, accounts payable, cash receipts, investments, general ledger, purchasing, and auditing.
5. Ability to implement new initiatives for continuous improvement of processes and services.
6. Excellent oral and written communication skills.
7. Strong analytical skills and attention to detail and accuracy.
8. Must be able to keep information confidential.
9. Such alternatives to the above qualifications as the district may find appropriate and acceptable.

Directly Responsible To: Finance Director

Duties and Responsibilities:

1. Performs General Ledger accounting including account reconciliations, journal entries, and cash receipt postings.
2. Prepares reconciliations of monthly bank accounts and other asset/liability accounts. Ensure that any adjusting/correcting entries are completed.
3. Coordinates the maintenance of fixed asset accounting records and enters the records into the accounting software.
4. Track and add to fixed asset listing all Bond related activity that falls into fixed asset range.
5. Keep up fixed assets listing and reconciliation. Work with auditors on fixed assets.
6. Compile, organize and maintain property tax information to reconcile with tax entities and book journal entries.

7. Reconcile monthly credit card receipts and statements.
8. Receive and review all new vendor requests with correct documentation. Then set up new vendors in Business Plus.
9. Review and monitor all schools' petty cash amounts and replenish them at start of year.
10. Work with bookkeepers and secretaries on deposit and expense coding and cash controls.
11. Work with SET SEG on accident reports and additional proof of insurance needed for events.
12. Supervise the Accounts Payable Bookkeeper.
13. Work with accounts payable on processing check requests. Review for process compliance and general ledger coding.
14. Track and update business forms on intranet.
15. Identifies and recommends updates to accounting processes and procedures.
16. Works with accounts payable on year end 1099 reporting.
17. Works with grant manager on coding of revenue for all grants.
18. Works with payroll on quarterly Medicaid reporting.
19. Works with payroll on workers compensation audit.
20. Prepares monthly board reporting.
21. Performs other duties assigned by the Finance Director.