



# Notice of Vacancy

## *South Lyon Community Schools*

345 S. Warren  
South Lyon, MI 48178  
248-573-8127

### INTERNAL/EXTERNAL POSTING PLEASE POST!

**POSITION:** (SE 50) Accounting Bookkeeper

**LOCATION:** Administration Building

**QUALIFICATIONS:** See Attachment

**TERMS OF EMPLOYMENT:** Year Round  
Monday-Friday  
40 hours per week

**RATE OF PAY:** Per MESPA Master Agreement

**BEGINNING DATE:** ASAP

**DEADLINE FOR APPLICATION:** Internal: May 28, 2026  
External: Until Filled

**CONTACT:** **Internal Candidates:**  
**Please send letter of interest and resume to:**  
Anthony Abbate  
Assistant Superintendent of Administrative Services  
[abbatea@slcs.us](mailto:abbatea@slcs.us)

**External Candidates:**  
Applications accepted via Frontline  
<https://www.applitrack.com/oaklandschools/onlineapp/>

**DATE OF POSTING:** May 20, 2026

**South Lyon Community Schools  
Job Description**

**Accounting Bookkeeper**

The following is a list of minimum qualifications for this position, any one of which may be waived by the Administration in exercising its prerogative to determine qualifications.

**Qualifications:**

1. Preferred associate degree or equivalent accounts payable related experience.
2. Computer skills and knowledge of computer applications including standard Microsoft Products, particularly Excel. BiTech software knowledge a plus.
3. Ability to communicate well with others.
4. Ability to coordinate and process data in a timely and accurate manner. Strong analytical skills and attention to detail.
5. Must possess efficient organizational skills.
6. Must be able to keep information confidential.
7. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**Reports to:** Accounting Manager

**Main Responsibilities:**

8. Handles accounts payable expenditures and ACH expenses.
9. Responsible for three-way match of purchase orders, invoices, and packing slips. Reviews and verifies all check requests for accuracy, account numbers, and proper approvals.
10. Review open hold pay selection totals for comparison the batch total. Balance batch with proof and post, keeping track of batches for each type of run.
11. Reviews all invoices and processes all payables promptly. Including bond runs, credit card runs, prepaid runs, and garnishment runs.
12. Prepare board reports for all expenditures through the accounts payable office.
13. Post, print and mail all vendor checks; verify their accuracy.
14. Works with business manager on any voided checks.
15. Works with business manager on year end 1099's.
16. Reviews purchase orders for accuracy and compliance with procurement procedures.
17. Responsible for district purchase order system, including order placement, staff support, and comprehensive procurement coordination.
18. Communicates effectively with vendors, external clients, and internal customers.
19. Manages receipt of mail including invoices, statements, and other documents.
20. Assisting colleagues with administrative tasks.
21. Responsible for ordering supplies for the department and copy paper for building.
22. Responsible for uploading Positive Pay files to the bank, uploading paid check information, and resolving Positive Pay issues.
23. Maintains historical records and provides invoices and audit reports.
24. Perform other miscellaneous duties as assigned by the Finance Department.