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ANNOUNCEMENT OF VACANCY
October 19, 2026

Details:

Position: Grant Accountant
Reports to: Director of Finance
Salary: Annual Salary of $62,000 to $79,000, Commensurate with Education and Experience
Location: Central Office
Start Date: December 1, 2026 or as soon as possible thereafter
Group: Exempt

The Grant Accountant is responsible for the financial administration, monitoring, reporting and reconciliation of federal, state and other grant-funded programs. This position works closely with program staff, district leadership and auditors to ensure funds are accurately recorded, properly spent and administered in compliance with applicable requirements. This position also supports general accounting functions including preparing 1099s, entering bond and other purchase orders and entering vendors into the financial system.

Qualifications:

Required:

- Bachelor's degree in accounting, finance or a related field, or an associate's degree with three to five years of accounting or related financial experience, preferably in a public school district
- Accounting and financial reconciliation experience
- High degree of demonstrated skill in Microsoft Excel, Word and Google Workspace, Adobe Acrobat
- Ability to manage deadlines, confidential information and detailed records

Preferred:

- Experience with software and operations of computerized financial accounting systems such as BPLUS and NexSys preferred
- Excellent communication (oral, written and listening) and interpersonal skills

Duties and Responsibilities:

Grant Accounting and Reporting

- Coordinates with grant program staff to prepare grant budgets and to review and process related budget requests including for federal and other grant funding
- Enters grant budgets, submits reimbursement requests and completes periodic grant expenditure reports in NexSys and other related grant systems
- Maintains complete, accurate records of all federal program financial transactions including recording transactions and monitoring grant budgets
- Summarizes and balances entries across ledgers and reviews accounts for errors, processing corrections and adjustments as needed
- Prepares financial statements, income statements and cost reports reflecting the financial condition of federal, state and other grant programs

FERNDALE
SCHOOLS

Compliance and Audit Support

- Prepares the annual SEFA (Schedule of Expenditures of Federal Awards) for the year-end audit
- Maintains ledgers, journals and other accounting records and analyzes financial statements
- Prepares reports and compiles supporting documentation for outside audits and monitoring visits from grantor agencies
- Works closely and cooperatively with independent auditors
- Ensures compliance with Board policy, legal requirements, and maintains sound business practices, with proper internal checks and balances

General Accounting Responsibility

- Helps reconcile and post employee benefits
- Processes annual 1099s
- Enters bond-related and other purchase orders
- Enters fixed assets into the system and maintains depreciation records
- Enters new vendors in BPLUS and reviews the list periodically
- Maintains the district's authorized-user list and related account information within the Amazon Business platform
- Establishes, appraises, and improves financial procedures
- Participates in cross-training with other Business Office departments and performs other duties as assigned

Other qualifications are considered in the final selection of a person to fill this position. The search for a highly qualified applicant for this position is not restricted to this district.

Application Deadline: October 30, 2026 at 4:30 p.m. or until filled

Application Procedure:

Internal applicants please submit a letter of interest and resume to the Human Resources Office

External applicants apply:

- Go to www.oakland.k12.mi.us/ohrc
- Click "View all open Positions in OHRC Districts"
- Click "Broken Down by District"
- Click "Ferndale Public Schools"
- Click on Desired Position
- Click on "Apply" button in the upper right corner and follow prompts

For questions regarding this position please contact the Human Resources office at 248-586-8662.

An Equal Opportunity Employer

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