

Job Title: Junior Accountant/Payroll Specialist

Reports to: Business Administrator

Building: District Administration Office

Compensation: Salary based on Experience

Overtime Status: Exempt

Date Job Revised: December 9, 2016

Position Summary:

Under the direction of the Business Administrator this job was established for the purpose of providing financial support to accounting with specific responsibility for processing, recording, updating and reconciling grant and general fund accounts. The specialist is responsible for district payroll and assists with accounts payable duties. The essential function of this position includes the following:

- Maintain a wide variety of financial information, files and records for the purpose of ensuring the availability of documentation compliance with established policies and regulatory guidelines.
- Processes a wide variety of financial information for the purpose of updating and distributing information and/or complying established accounting practices.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information to perform job functions.
- Provides support to other departmental personnel regarding procedures and program requirements for the purpose of efficient processing in compliance within district policy and established regulatory guidelines.
- Reconciles a wide variety of financial data for the purpose of maintaining accurate account balances and ensuring compliance established accounting practices.
- Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, etc.) for the purpose of communication and/or providing guidance among several parties; and providing information and/or referral for addressing in
- Reviews financial information for the purpose of identifying potential budget variances, compiling statistical information conforming to established financial practices and regulatory requirements.

Minimum Qualifications/Job Requirements:

Education: Bachelor's Degree in Accounting or Finance

Specialized Knowledge, Licenses, etc: 2+ years' related experience, preferred Michigan School Accounting Background preferred

Other:

- Hands-on experience working with general ledgers
- Outstanding communication skills, both written and verbal
- Excellent problem-solving skills

- Able to multi-task and prioritize work effectively
- Ability to work cooperatively and collaboratively with staff, community and parents
- Computer skills.

Duties and Responsibilities:

- Assist with the preparation of financial statements.
- Analyze and reconcile bank statements and general ledgers.
- Post journal entries for accrued expenses and revenue.
- Maintain and record grant and general accounting records.
- Payroll liabilities posting and audits.
- Accounts payable review.
- Accounts receivable review.
- Grant maintenance and review.
- Analyzing expenditures versus budget.
- Prepare journal entries.
- Complete general ledger operations.
- Monthly closings and preparation of monthly financial statements.
- Reconcile and maintain balance sheet accounts.
- Draw up monthly financial reports.
- Prepare analysis of accounts as requested.
- Assist with year-end closings.
- Prepare tax computations and returns.
- Assist in preparing budgets and forecasts.
- Assist with payroll administration.
- Monitor and resolve bank issues including fee anomalies and check differences.
- Account/bank reconciliations.
- Review and process expense reports.
- Assist with preparation and coordination of the audit process.
- Assist with implementing and maintaining internal financial controls and procedures
- Maintain employee attendance records and time sheets for all full and part-time employees.
- Verify hours, enter, check for accuracy, and process payroll checks for all district employees.
- Assist employees with questions regarding salary schedules, hours, leave, medical insurance, retirement, and other District benefits.
- Verify and process employee check requests. Verify and pay in-lieu-of-transportation claims.
- File claims for worker's compensation, auto and general liability.
- Maintain current status on all claims filed. Maintain filing system for the current and past years' financial records.
- All other duties assigned by District Business Administrator and Superintendent of Schools
- General clerical duties include typing, filing, telephone, and reception as needed.