



## ACCOUNTANT – SPECIAL SERVICES JOB POSTING

The Huron Intermediate School District is dedicated to educational leadership, effective programs, and quality services in collaboration with community partners to educate all learners.

<b>EDUCATIONAL QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting, required</li> </ul>
<b>MINIMUM QUALIFICATIONS AND SKILLS:</b>	<ul style="list-style-type: none"> <li>• Three year's successful work experience in accounting or school business field</li> <li>• Successful experience in educational institution work and familiarity with Michigan Public School Accounting, preferred</li> <li>• Michigan School Business Officials (MSBO) Business Office Manager Certification, preferred</li> <li>• All HISD staff must adhere to the HISD Mission, Vision, Guiding Principles, Expectations, and staff handbook on the HISD Website, <a href="http://www.huronisd.org">www.huronisd.org</a> homepage</li> <li>• Physically and mentally capable of rigorous work</li> <li>• Pass and maintain School Employment background check</li> </ul>
<b>ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:</b>	<p>Administer the Special Education financial records for the Huron ISD in order to provide the best possible educational service with the financial resources available.</p> <ul style="list-style-type: none"> <li>• Liaison between the Special Education Department and the Business Office</li> <li>• Responsible for all Special Ed financial reporting which includes, but not limited to: <ul style="list-style-type: none"> <li>○ Medicaid AOP and MAER</li> <li>○ HISD 4096 and 4094</li> <li>○ MEGS Budgets, IFERS and FERS</li> <li>○ CMS Final Expenditure Reports</li> <li>○ MOE and Excess Cost Reporting</li> </ul> </li> <li>• Responsible for the documentation of the LEA and Rural School SE payouts, SE Coordinator payouts, mini-grant payouts, and other applicable SE payouts</li> <li>• Maintain documentation of LEA and Rural SE fiscal year actual figures for payouts</li> <li>• Responsible for the documentation and calculation of the LEA Medicaid AOP quarterly payout</li> <li>• Responsible for the documentation and calculation of the LEA Medicaid Service Provider payout</li> <li>• Responsible for all SE budgets and the proper coding of receipts and expenditures</li> <li>• Responsible for the timely request of federal funds through the CMS program</li> <li>• Responsible for informing program heads of supply budgets and maintaining allocation changes throughout the fiscal year</li> <li>• Responsible for staffing allocations and changes during fiscal year</li> <li>• Responsible for insurance reconciliations and maintenance within the Skyward program</li> <li>• Expected to attend SE departmental meetings to gather financial information needed as requested by the SE Director</li> <li>• Responsible for the collection of all SE grant documents and electronic management of these files</li> <li>• Responsible for obtaining and documenting time certifications for federal programs</li> <li>• Responsible for the review and or adjustments to the annual indirect cost rate for the State of Michigan</li> <li>• Responsible for MOE review throughout budgeting process to ensure no compliance issues.</li> </ul>

**STATEMENT OF ASSURANCE:** It is the policy of the Huron Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally-protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to Superintendent, Huron ISD 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan, 48413, (989) 269-6406.



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	<ul style="list-style-type: none"> <li>• Responsible for monthly reporting to the Director of Special Services and Director of Finance of any material budget discrepancies</li> <li>• Responsible for informing Director of Finance and Business Staff of changes within the program (i.e. AP, Payroll)</li> <li>• Responsible for the maintenance of SE program account numbers according to the State Chart of Accounts</li> <li>• Cross-train with designated staff and become familiar with all aspects of assigned areas of responsibility</li> <li>• The skill to research effectively, including the use of the Internet for research, knowledge of financial software, Google Applications, Microsoft Word/Excel and other educational software and programming</li> <li>• Keep updated on Special Education and accounting law</li> <li>• Responsible for maintaining confidentiality in all aspects of work</li> <li>• Responsible for following the Michigan Public School Record and Retention manual</li> <li>• Responsible for maintaining excellent documentation of work and utilize an efficient and effective electronic storage method when practical</li> <li>• Valid driver's license with reliable transportation</li> <li>• Other responsibilities as deemed appropriate by supervisors</li> </ul>
TERMS:	<ul style="list-style-type: none"> <li>• 225-day year-round calendar, 7.5-hour days</li> <li>• Non-union finance support staff</li> <li>• Full family medical, dental, optical, life insurance and long-term disability, effective on start date, or cash-in-lieu of benefits</li> <li>• Retirement through the Michigan Office of Retirement Services (ORS)</li> <li>• Occasional off-site travel and activities, via personal vehicle</li> <li>• FLSA: Exempt</li> </ul>
APPLY TO:	<p>Send letter of application, resume with references and any credentials to:</p> <p>Julie Toner, Human Resources Huron Intermediate School District 1299 S. Thomas Road, Suite 1 Bad Axe, MI 48413</p> <p>Or, by emailing: <a href="mailto:jtoner@huronisd.org">jtoner@huronisd.org</a></p> <p>Application Deadline: Until Position Is Filled</p>
REPOSTING DATE:	Friday, April 8, 2022

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