



LOCAL EDUCATIONAL AGENCY (LEA) ACCOUNTANT

<p>EDUCATIONAL QUALIFICATIONS:</p>	<ul style="list-style-type: none"> • Bachelor’s Degree in Accounting or a closely related discipline preferred • Three years of related professional experience in a financial/accounting position • MSBO Certification: Business Office Manager (BOM) or willingness to achieve within (2) years
<p>MINIMUM QUALIFICATIONS AND SKILLS:</p>	<ul style="list-style-type: none"> • Payroll and HR experience, preferred • Pass and maintain School Employment background check • Must demonstrate the ability to make independent, quick decisions in a fast-paced environment while maintaining accuracy and sound judgment • Above average experience working with Microsoft Office, including Excel and Word • Adhere to the HISD Mission, Vision, Guiding Principles, and Expectations on the HISD Website, www.huronisd.org homepage • Physically and mentally capable of rigorous work (capable of standing and sitting for extended times and lifting or pushing a minimum of 50 pounds)
<p>ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:</p>	<p>The individual will work cooperatively with co-workers and other district employees to support the business services department in all accounting aspects, including, but not limited to, all payroll functions and reporting, accounts payable, journal entry and cash receipt recording, bank reconciling, and other reporting due to comply with applicable district, state, local, and federal laws, rules, and regulations.</p> <p>Employees will be required to complete a high volume of computer work using District computer programs to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions. Additionally, the employee must work within short timelines to meet contractually established deadlines.</p> <ul style="list-style-type: none"> • Perform payroll calculations and changes for processing while efficiently managing daily work pressures. • Perform accurate mathematical computations • Issuance of accounts payable processes for disbursements of amounts due to creditors for obligations of the LEA districts • Issuance of monthly financial reports for constituent districts, including accounts payable reports, revenue and expenditure reports, and budget reports • Continually evaluates internal controls and systems/procedures to ensure the effective and appropriate utilization of district resources in administering the financial management function • Submission of accurate and timely reporting of all federal, state, and local financial reports • Provide all necessary support to the LEA Business Managers for district audit and monitoring visits • Process special payrolls, including annual vacation pay for eligible classified employees (pro-rate as necessary). Additionally, calculate the final paycheck amount, including vacation payouts, upon receipt of resignations and dismissals • Compile relevant hours worked information as required by the Affordable Care Act • Maintain appropriate certifications and training hours as required • Able to communicate effectively and timely, verbally and written, with superiors, colleagues, and other local school staff • Assist with various human resources functions as requested, including but not limited to maintaining employee records, supporting benefits administration, facilitating new hire onboarding, ensuring compliance with HR policies and procedures, and providing support in

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 Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan, 48413, (989) 269-6406.

	<p>handling employee inquiries related to payroll, timekeeping, benefits, and other HR-related tasks, as needed</p> <ul style="list-style-type: none"> • Use technology to support learning with effective research using Google Applications, Microsoft Word/Excel, and other educational software and programming • Participate in professional development opportunities and demonstrate a commitment to continuous learning • Demonstrates the capacity to manage rigorous mental tasks effectively and consistently • Regular and consistent in-person attendance • Valid driver's license with reliable transportation • Other responsibilities as deemed appropriate by the supervisor
TERMS:	<ul style="list-style-type: none"> • 230-day year-round calendar, 7.5-hour days • Wage and benefits, per non-union support staff guide <ul style="list-style-type: none"> ○ \$49,764 - \$69,645; commensurate with experience and expertise ○ Full family medical, dental, optical, life insurance, and long-term disability, effective on the start date, or cash-in-lieu of benefits ○ Retirement through the Office of Retirement Services (ORS) • Occasional off-site travel and activities via personal vehicle • FLSA: Non-Exempt
APPLY TO:	<p>Send letter of application and resume with references to:</p> <p>Julie Toner HR Specialist, Huron ISD jtoner@huronisd.org</p> <p>Applications will be accepted through Thursday, November 14, 2024. Candidates are encouraged to submit their applications before this date to ensure consideration; however, the position will remain open until filled, and applications received after the review date may still be considered.</p>
POSTING DATE:	Tuesday, November 5, 2024