



## LEA ACCOUNTANT - 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 or closely related discipline, preferred</li> <li>• Three years related professional experience in financial/accounting position, preferred</li> <li>• MSBO Certification: Business Office Manager (BOM) or willingness to achieve within (2) years</li> </ul>
<b>MINIMUM QUALIFICATIONS AND SKILLS:</b>	<ul style="list-style-type: none"> <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 (capable of standing and sitting for extended times and lifting or pushing a minimum of 50 pounds)</li> <li>• Pass and maintain School Employment background check</li> <li>• Working experience with Microsoft Office including Excel and Word</li> <li>• Regular in-person attendance required</li> </ul>
<b>ESSENTIAL DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:</b>	<p>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 in order to comply with applicable district, state, local and federal laws, rules, and regulations.</p> <p>Employee will be required to complete a high volume of computer work, using District computer programs, to input high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions. Additionally, employee will need to work within short timelines to meet contractually established deadlines.</p> <p>The job duties may be adjusted at the sole discretion of the employer, anytime.</p> <ul style="list-style-type: none"> <li>• Individual will perform payroll calculations and changes for processing while efficiently managing daily work pressures. The position requires constant concentration on a volume of work which must be completed within a limited time period and hard deadlines assigned to LEA business services division</li> <li>• Perform accurate mathematical computations</li> <li>• Issuance of accounts payable processes for disbursements of amounts due to creditors for obligations of the LEA districts</li> <li>• Issuance of monthly financial reports for constituent districts, including accounts payable reports, revenue and expenditure reports, and budget reports</li> <li>• Continually evaluates internal controls and systems/procedures to ensure the effective and appropriate utilization of district resources in administering the financial management function</li> <li>• Submission of accurate and timely reporting of all federal state and local financial reports</li> <li>• Provides all necessary support to the LEA Business Managers for district audit and monitoring visits</li> <li>• Complete a large volume of work, sometimes with short timelines to meet contractually established deadlines</li> </ul>

	<ul style="list-style-type: none"> <li>• Process special payrolls which may include annual vacation pay for eligible classified employees (pro-rate as necessary). Additionally, calculate final paycheck amount including vacation payouts upon receipt of resignations and dismissals</li> <li>• Compile relevant hours worked information as required by the Affordable Care Act</li> <li>• Participates and contributes in ISD held Payroll/Human Resources meetings</li> <li>• Maintain appropriate certifications and training hours, as required</li> <li>• Comply with applicable District, state, local and federal laws, rules and regulations</li> <li>• Ability to communicate effectively and timely, verbally and written, with superiors, colleagues, and other local school staff</li> </ul>
<b>TERMS:</b>	<ul style="list-style-type: none"> <li>• 230-day year-round calendar, 7.5-hour days</li> <li>• Wage and benefits, per non-union support staff guide <ul style="list-style-type: none"> <li>○ \$ 39,929.63 - \$ 58,045.00, based on experience</li> <li>○ Full family medical, dental, optical, life insurance and long-term disability, effective on your start date, or cash-in-lieu of benefits</li> <li>○ Retirement through the Office of Retirement Services (ORS)</li> </ul> </li> <li>• Occasional off-site travel and activities, via personal vehicle</li> <li>• FSLA: Non-Exempt</li> </ul>
<b>APPLY TO:</b>	<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>
<b>POSTING DATE:</b>	Tuesday, January 18, 2022

**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.