



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Financial Accountant for Local School Districts
Reports To: Director of Business Services
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: Deputy Superintendent
Prepared Date: 02/2013
Last Revised Date: 02/2013

Summary:

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

Essential Duties and Responsibilities:

- Prepares cash flow, handles investments, and banking functions
- Processes cash requests/invoicing for grants
- Maintains proper general ledger entries
- Prepares financial reporting for Board, grants, state, and audit
- Prepares all adjustments to G/L and work papers for auditors
- Prepares and coordinates with administrator's budget preparation for all funds and grants
- Reviews payroll and accounts payable expenditures for reasonableness, coding, and proper allocation of all fringe benefits
- Prepares analysis on salaries and detail report on total compensation
- Monitors policies and procedures for internal control
- Reconciles tax collections and prepares tax collection reports
- Generates monthly, quarterly, and annual reports as needed
- Presenting at Board of Education and other administrative meetings
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor's degree (B.A. /B.S.) from four-year College or university; or equivalent combination of accounting education and experience.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience
Ability to communicate effectively including listening
Delegates work assignments as appropriate
Keep administrator abreast of department activity
Works in a team oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Ability to write reports, correspondence, policies and procedures
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Develops strategies to achieve department goals
Performs duties as workload necessitates
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Must be able to travel independently within the district and state
Practices safe work habits

Supervisory Responsibilities:

There are no direct supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.