



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Accountant-Financial Monitor
Reports To: Director of Youth Opportunities Unlimited
FLSA Status: Exempt
Prepared By: Deputy Superintendent HN
Approved By: Human Resources
Prepared Date: 08/2004
Last Revised Date: 05/2016

Summary:

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

Essential Duties and Responsibilities:

- Review, understand and implement all Federal, State and local applicable requirements identified in the annual contracts with Michigan Works! Southwest administration
- Conduct monitoring and auditing activities and submitting reports as required
- Ensure budgets are accurate and up-to-date on the budget summary report provided from the KRESA business office
- Analyzes budgets to ensure expenditures are on track and at appropriate levels.
- Processes checks and maintains accurate tracking for performance payments and supportive services
- Maintains FTE sheet to reflect budgets
- Assists the YOU director in the budget development, modification and closeouts process.
- Developing and maintaining cost allocation plan
- Processes and tracks invoices for payment
- Monitors policies and procedures for internal control
- Prepares and assists in audits
- Attends KRESA business office meetings and applicable trainings/meetings with Michigan Works! Southwest and/or workforce development associations
- 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 in accounting from four-year college or university; or one to two years related experience and/or training; or equivalent combination of 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
Keep director/administrator abreast of 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 and make recommendations
Ability to write reports, correspondence, policies and procedures
Ability to follow procurement process
Extremely detail oriented and organized
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Performs duties as workload necessitates
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices safe work habits

Supervisory Responsibilities:

This position currently does not have any direct supervisory responsibilities, but does assist in the training and supervision of staff.

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.