



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Accountant
Reports To: Director of Business Services
FLSA Status: Exempt
Prepared By: Deputy Superintendent HN
Approved By: Human Resources
Prepared Date: 08/2004
Last Revised Date: 08/2004

Summary:

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

Essential Duties and Responsibilities:

- Oversees and manages cash flow and bank balancing functions
- Processes cash requests/invoicing for grants
- Administers general ledger
- 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 general, special, 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
- Coordinates payment to/from districts for EFE, EFA, Special Ed consortiums
- Monitors policies and procedures for internal control
- Works with Technology Services on program enhancements and with new users
- Generates quarterly reports for Kalamazoo RESA Foundation
- 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 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 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
Ability to write reports, correspondence, policies and procedures
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:

Assists with supervision of 5 - 7 Support Staff within the Office Services Group. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; assisting with appraising performance; addressing complaints and resolving problems.

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.