



## Kalamazoo Regional Educational Service Agency Job Description

---

**Job Title:** Head Start Accountant  
**Reports To:** Head Start Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 4/2013  
**Last Revised Date:** 04/2013

### **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 the general ledger
- Prepares financial reporting for Board, grants, state and audit
- Prepares all adjustments to G/L and work papers for auditor.
- Prepares and coordinates with administrator on budget development
- 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 KRESA Head Start Program
- Monitors policies and procedures for internal control
- Works with Technology Services on program enhancements and with new users
- Assists in processing of new hires, transfers, terminations and associated payroll authorizations
- Generates quarterly and required reports for Kalamazoo RESA
- 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.

**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:**

Carries out responsibilities in accordance with the organization's policies related to Head Start, KRESA and applicable laws. Responsibilities include planning, tracking, reconciliation 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.