



# Bloomington Public Schools

Position	Accounting Specialist	Job Location	Central Office
Date Posted	1/5/2024	Reports To	Deanna Dobbins, Superintendent
Closing Date	1/31/2024	Job Type	Accounting/ Payroll / AP / AR / Finance
Salary/Benefits	\$31,200-\$46,000	Start Date	ASAP
How to Apply	Submit letter of interest and resume to <a href="mailto:ddobbins@bdalecards.org">ddobbins@bdalecards.org</a>		

## Job Description:

The Accounting Specialist is responsible for assisting the Superintendent with the overall business functions of the school district, including accounts payable, accounts receivable, payroll and all processing/reporting involved, human resources tasks, budgeting, as well as completion of several annual duties associated with the ongoing business affairs of the district. This person completes several annual state and federal reports, helps to ensure that all documents are prepared for the annual school district audit, and completes other tasks as assigned.

## Qualifications:

- Minimum of two years of experience in accounting, finance, or similar field
- Knowledge of Microsoft Office
- Time management and accuracy
- Accurate typing and computer skills including knowledge of various computer software programs
- Strong organizational skills and possession of the skills that are necessary for tasks to be performed
- Ability to be flexible, communicate positively, and work effectively with staff and the community
- Actions and statements reflect confidence in the school district
- Keep adequate and accurate records
- Attention to detail
- Meet expectations of the District Strategic Plan
- Experience in Michigan public schools (preferred)
- Knowledge of computerized payroll system(s) and accounts payable system(s) (preferred)
- Knowledge of school fund accounting principles and state reporting systems (preferred)
- Certification through MSBO (preferred)
- Knowledge of eFinance (preferred)
- Other duties as assigned

It is the policy of the Bloomington Public School District not to discriminate on the basis of race, religion, national origin, sex, age, marital status, height, weight, or handicap on its employment practice as well as in its educational programs, activities, and services. The District reaffirms its policy to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, and all other applicable federal and state laws and regulations prohibiting discrimination.

Inquiries related to section 504, Title VI, and Title IX, and any other federal or state Laws prohibiting discrimination should be directed to Dr. Deanna Dobbins, Superintendent of Schools, P. O. Box 217, Bloomington, MI 49026. (269) 521-3900.