



Gull Lake Community Schools Richland, Michigan

JOB POSTING

Accounting Assistant/Maintenance Support – Central Office, P.T., .80 FTE

August 8, 2019

Job Summary:

To substantially and effectively maintain the accounts payable/receivable processing and to assist in the daily operation of the Business Office and Maintenance Support.

Qualifications:

- A. High school diploma or general education preferred
- B. Knowledge of accounts payable/accounts receivable experience preferred
- C. College coursework preferred
- D. Excellent proven communications skills
- E. Professional in personal conduct and actions
- F. Excellent computer skills demonstrated by the effective use of Microsoft Office products particularly Excel and Word
- G. Effective interpersonal skills with staff and school community
- H. Proven team participant
- I. Knowledge of internet search engines, Google docs and other internet-based applications

Duties and Responsibilities:

- A. Process and file purchase orders
- B. Responsible to match invoice with purchase order, schedule for payment and process checks
- C. Responsible for preparing maintenance invoices for payment
- D. Prepare and enter payables into batches and print checks
- E. Enter and post journal entries to the accounting system
- F. Prepare and record deposits
- G. Prepare/create billing invoices
- H. Maintain W-9 and tax-exempt forms
- I. Prepare bank statements for reconciliation
- J. Compiles check register for Board packet
- K. Responsible for year end 1099 reporting
- L. Serve as a team participant with all Administrative Office staff
- M. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: August 22, 2019

Salary: Salary to be commensurate with candidate's qualifications and experience

Start Date: ASAP, 12-month position

Apply To: Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Tonya Kammeraad, Human Resources, tkammeraad@gulllakecs.org