



SAND CREEK COMMUNITY SCHOOLS

6518 Sand Creek Hwy.
Sand Creek, MI 49279
Phone: 517-436-3108
Fax: 517-436-3143
Website: sc-aggies.us

DATE: July 3, 2018

JOB TITLE: Accounting Clerk

CLASSIFICATION: Part-time hourly position – 30-32 hours per week, year-round
(Benefit package not included)

DEADLINE: Until Filled

SALARY: \$16 - \$ 19 per hour based on experience

PRIMARY DUTIES/RESPONSIBILITIES:

- Accounts Payable data entry, purchase order creation and process checks
- Payroll data entry and related reports
- Manages void checks and NSF collections
- Processes District Invoicing for Accounts Receivable
- Verifies incoming wire deposits and online payment receipts; prepares deposit entries
- Activity account and grant transaction processing
- Prepares monthly bank and investment reconciliations
- Records journal entries
- Settles inter-fund transactions
- Assists Chief Financial Officer with year-end audit
- Respond to inquiries from staff and administrators
- Performs other duties as assigned
- Write, type and distribute correspondence and/or reports as requested

MINIMUM QUALIFICATIONS:

- Possesses strong interpersonal skills in working with students, school community, staff and external agencies.
- Maintains a high level of confidentiality.
- Maintains a high level of personal and professional flexibility.
- Possesses strong organizational skills and ability to multi-task.
- Possesses strong oral and written communication skills.
- Demonstrates knowledge of office management, planning and scheduling.
- Demonstrates high level of proficiency in computer skills and productivity software including spreadsheets, databases, and word processing.
- Experienced working in a school setting preferred. – Accounting and/or office experience preferred
- Associate's Degree or 60 college credits desired

Send letter of interest, resume, transcript and references to:

Sharon Smith, CFO

Sand Creek Community Schools
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Electronic copies will not be accepted.