



Title: STAFF ACCOUNTANT

District/Organization: COPESD

Position/Type- 30-40 hours per week, 260 days per year

Salary/Benefits: A Competitive salary will be determined based on qualifications, experience and background. A full benefits package including health, vision and dental insurance in addition retirement and paid leave.

Position Summary

The STAFF ACCOUNTANT is responsible for providing fiscal support to the COPESD in the areas of finance, business services and accounting to assure compliance with federal, state and district policy requirements. This position will support staff with daily activities.

Primary Duties and Responsibilities

- Provides financial record keeping in accordance with District, State and Federal policies as required.
- Prepare periodic and annual financial reports as required.
- Prepare and assist with the accounting and bookkeeping functions of the ESD and or local School District.
- Assist with payroll functions and related reports where needed.
- Prepare for and assist with the budgeting processes.
- Manage Financial component of Federal, State and Local Grants as assigned.
 - Prepare grant budgets, monitor allowable expenditures, and review for grant compliance.
 - Complete grant FERS (Final Expenditure Reports).
 - Assist with year-end grant accruals and reporting.
- Assist in the preparation of any and all audit processes.
- Assists staff in various accounting procedures for the COPESD and constituent districts.
- Provide services in the areas of payroll, accounts receivable, accounts payable, grant monitoring and general ledger as well as preparing financial reports, as assigned by the Financial Officer.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Desired Qualities

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| - Self-starter | - Effectively work with specific timelines |
| - Reliable | - Problem solving ability |
| - Detail oriented | - Strong team player |
| - Well organized | - Interpersonal/communication skills |

Education: Bachelors degree in accounting, finance or business administration required.

Experience: 1 to 3 years of experience in accounting setting.

Desired Certifications: Michigan School Business Official Credentialing or willingness to obtain and/or Equivalent Experience.

Desired Qualifications: General accounting principles and practices; ability to type accurately and operate standard office machines, knowledge of applicable computer software and data entry processes; ability to work harmoniously with other staff and respect confidential information.

Terms of Employment

Title: STAFF ACCOUNTANT

District/Organization: Cheboygan-Otsego-Presque Isle Educational Service District (COPESD)

Pay Range: \$24.94 to \$29.83 per hour.

Deadline to apply: Until filled

Application Procedure: Qualified applicants may apply by email or in hard cop with a Resume and Credentials to:

Ms. Amy Karsten
Chief Financial Officer
COPESD
6065 Learning Lane
Indian River, MI 49749
Fax: (231) 238-8551
Email: amyk@copesd.org

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship other than at-will. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is at-will, and terminable either by the employee or the employer at any time, with or without cause, except as otherwise provided by law.

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.