



## **JOB POSTING Internal/External**

<b>Position Title:</b>	<b><u>Business Office Assistant/Accountant</u></b>
<b>Terms:</b>	Part-time (28 hours weekly)
<b>Salary:</b>	\$22.00 - \$25.00 hourly rate; commensurate with experience
<b>Reports to:</b>	Business Manager
<b>Closing Date:</b>	July 21, 2023, or until filled

Reed City Schools is seeking a part-time Business Office Assistant/Accountant interested in collaborating with a positive, dedicated, high-performing team.

### **Required Qualifications:**

- Associate Degree in accounting or business management
- Bachelor's Degree in accounting is preferred

### **Desired Experience:**

- 2-4 years of accounting experience
- School finance experience
- Strong computer skills working with financial software

### **Responsibilities**

- Various accounting procedures including verifying financial information for accuracy
- Working with accounts receivable, accounts payable, and general ledger
- Coordinating tax collection
- Monitoring of grants
- Preparing complex financial reports and deposits
- Reconciling accounts
- Check reconciling
- Providing office support to the Business Office
- Maintaining a working knowledge of all accounting areas of operation within the Business Office
- Ability to withstand the physical and mental rigors of being a business office assistant/accountant
- Regular and reliable attendance and physical presence are required
- Performs other duties as assigned

**Applicants:** Qualified candidates should submit a resume, letter of interest, college transcripts, and three (3) professional letters of reference to: [applicant@reedcityschools.org](mailto:applicant@reedcityschools.org)

*The Reed City Area Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status or disabling conditions in employment. No person shall be denied employment solely because of any disability that is unrelated to the individual's ability to do the essential functions and duties of the job without accommodations. Under state law, a person with a disabling condition may not allege a failure to accommodate.*