



JOB POSTING Internal/External

Position Title: Accountant/Grant Coordinator
Classification: Salaried; 12 months (260 days)
Salary: \$53,000 - \$58,000 – Commensurate with experience. Comprehensive benefits package.
Reports to: Business Manager
Closing Date: August 15, 2023, or until filled

Reed City Area Public Schools is looking for an accountant/grant coordinator that is interested in collaborating with a positive, dedicated, and high-performing team.

Qualifications:

- Associate Degree in accounting, business management, or a related field is required
- 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

- Communicating and working effectively and professionally with administration, professional staff, support staff, municipal agencies, and other organizations
- Various accounting procedures including verifying financial information for accuracy
- Working with accounts receivable, accounts payable, and general ledger
- Coordinating tax collection
- Preparing complex financial reports and deposits
- Account and check reconciling
- Providing office support to the Business Office
- Maintaining a working knowledge of all accounting areas of operation within the Business Office
- Monitoring of grants
- Perform duties related to grant submission, grand drawdown requests, grant maintenance, and grant expenditure processing
- Assisting with the development and modification of grant budgets
- Maintaining current knowledge of applicable laws and regulations regarding Federal and State grants
- Assisting with the facilitation of the annual financial audit data collection and reporting
- Reviewing and maintaining all supporting documentation related to grant expenditures
- Ability to withstand the physical and mental rigors of being an accountant/grant coordinator
- Regular and reliable attendance and physical presence are required
- Performing 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

The Reed City Area Public Schools is an equal opportunity employer and does not discriminate based on 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.