

Harper Woods School District
Job Posting

Title: Finance Supervisor
Reports To: Business Manager
Salary Range: \$20 - \$24.50 /hourly rate depending on experience

Job Goal:

Qualifications: Following is a list of qualifications for the position of Finance Supervisor, any of which may be waived by the Boards in exercising its prerogative to determine qualification:

1. Minimum Bachelor Degree in Accounting or Finance.
2. Demonstrated record of leadership, and skills as a team member, team builder, and team facilitator.
3. Demonstrated ability to communicate effectively, orally and writing along with good attendance record.
4. Proficient in use of Excel, Access, PowerPoint, and Word.
5. Experience in computerized government accounting systems preferred.
6. Possess or be willing to obtain MSBO Certification.

Responsibilities:

1. Provides accounting services essential to the preparation, administration, supervision, and control of the budget.
2. Prepares financial and other budget reports at regular intervals.
3. Preparation of external reports required by Federal, State, and local government agencies in a timely basis.
4. Reconciles canceled payroll and accounts payable checks with bank statements and verifies bank balance with statement to ledger accounts.
5. Assist in the preparation of the monthly general ledger and financial statement for the General Fund, Food Service Fund, Capital Project, and Debt Retirement Fund.
6. Preparation of adjusting journal entries and posting to the general ledger.
7. Demonstrate ability to communicate effectively with vendor and employees.
8. Ability to organize and accurately maintain records/reports.
9. Reconciles, interprets, and reviews financial activity. Maintain accounts and approves expenditures.
10. Audits and interprets a variety of asset management functions and ensures compliance with Federal, State and Governing Board Policy and statutes.
11. Investigates and responds to financial inquiries from vendors, staff, schools, personnel, administrative staff and governmental agencies.

12. Provides technical support of computerized accounting systems.
13. Prepares annual summary and transmittal of 1099's as well as supporting schedules.
14. Collaborates with District staff, other school districts, county and townships treasurers and banks on financial transactions.
15. Complies and prepares financial data for auditors.
16. Prepares and/or review cash flows and other data necessary in the preparation of financial reports.
17. Assist in accounting and financial procedures for the purpose of improving internal controls and accountability.
18. Monitors account balances and related financial activity (e.g. grant records, expenses, claims, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenditures are within budget limits, and/or fiscal practices are followed.
19. Provides coverage in other business office functions when staff is unable to perform their duties.
20. Special projects are assigned by the Director of Finance.
21. Record cash receipts on a daily basis and prepares deposit slips, and record and prepare journal entries.
22. Assists with the preparation of financial statements, income statements, and cost reports to accurately reflect financial conditions of the District.
23. Coordinate purchasing, prepare and assist with all bids adhering to all local, Federal, and state guidelines.
24. Assist with facility management of District Buildings.
25. Attends facility meetings.
26. Performs other task and responsibilities as directed.

Terms of Employment:

52 Weeks

Terms of Employment:

Full Benefits Package; 10% premium contribution
Salary commensurate with experience and qualifications

Application procedure: Online employment application (www.hwschools.org); under the Quick Links tab Job Posting

Send:

- Cover letter
- Resume

Addressed to:

Todd Biederwolf, Superintendent
20225 Beaconsfield
Harper Woods, MI 48225
313-839-1249 Fax