



FENNVILLE PUBLIC SCHOOLS

"Educational Excellence, Community Atmosphere, Global Vision"

FIVE MEMORIAL DRIVE
FENNVILLE, MICHIGAN 49408

Job Posting

- POSITION:** Payroll and Grants Accountant
- POSTING PERIOD:** November 16, 2021 – December 2, 2021
- SCHEDULE:** Full year position, 8 hours per day
- LOCATION:** Fennville Public Schools Central Office
- WAGE/BENEFITS:** Beginning at \$19.96 per hour. Credit may be given for previous experience. Benefit package includes medical, dental, and vision insurance; sick, personal, and vacation days; and State of Michigan school employee retirement program options.

PRIMARY RESPONSIBILITIES:

The Payroll and Grants Accountant works closely with the Business Manager to process payroll and help maintain the various federal and state grants for the District. He or she ensures that financial and payroll records are maintained according to District policies, local, state, federal laws and regulations. The Payroll and Grants Accountant is responsible for performing various general accounting, human resources, and administrative support duties to assist in the administration of the District's business/HR affairs and to contribute to the efficient operation of the Business Office.

QUALIFICATIONS:

- Associate's or higher degree in accounting, finance or business administration preferred
- 3+ years of accounting experience in an educational related field preferred
- Ability to obtain the Business Office Manager certification through the Michigan School Business Officials (MSBO) within 3 years
- Working knowledge of fund accounting with knowledge of governmental accounting preferred
- Demonstrated knowledge of spreadsheets and databases including use of Microsoft Excel. Ability to efficiently import/export data, create queries and generate reports
- Strong analytical and math skills with attention to detail and accuracy
- Ability to organize, prioritize and problem solve while processing financial transactions
- Dependable, professional, self-directed and self-motivated
- Demonstrated ability to work as an effective team member who recognizes the importance of working with confidential and highly sensitive personnel information



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ESSENTIAL DUTIES and RESPONSIBILITIES:

- Manage payroll for the District
 - Process payroll data and maintain accurate, up-to-date files of all payroll information in accordance with district procedures, Generally Accepted Accounting Principles (GAAP), and other applicable laws and rules.
 - Understand and implement the requirements of the Michigan Office of Retirement Services including employee elections, reporting and payments
 - Prepare required governmental reports, including retirement, IRS, W-2's, etc.
 - Distribute payroll deductions in compliance with local, state and federal laws
 - Process employment verifications and final salary affidavits
 - Implement changes in current employees' deductions or withholdings as needed, and process pay adjustments or other changes which affect payroll
- Account for the financial transactions of the District for State and Federal grants (Title, At Risk, etc); Complete financial expenditure reports for grants
- Manage several Human Resources functions: onboarding of new employees, answer insurance questions, year-end insurance reporting
- Assist with District grant budgets. Responsible for monitoring and assisting building and administrative staff with their budgets
- Monitor grant regulations and ensure grant compliance
- Perform other duties as assigned

REPORTS TO: Business Manager and Superintendent of Schools

Interested persons should submit a letter of application and resume with references to:

Jim Greydanus, Superintendent
5 Memorial Drive, Fennville, MI 49408

Or submit by email to: marileen.pitts@fennville.org

The Board of Education of Fennville Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities including employment opportunities.

Posted: November 16, 2021