Job Title: Accounting Technician

FLSA Status: Non-Exempt

Salary Range: Market Range 3

Performance Area: Finance and Operations

Department: Financial Services

Supervisor Title: Accounting Supervisor

Position Summary: Assume responsibility for the processing of accounts receivable and/or accounts payable. Initiate the collection of delinquent accounts as needed. Process vendor invoices, employee reimbursements and other authorized disbursements.

Essential Functions and Tasks:

- Review and process all authorized invoices and other disbursement documents.
- Maintain check log and general check register; reconcile checking accounts and conduct research necessary to resolve discrepancies.
- Perform assigned year-end closing.
- Assist in the processing of IRS 1099 forms.
- Maintain accurate and complete accounts payable records and files.
- Process journal entries as directed.
- Execute related automated financial system responsibilities as directed.
- Issue manual warrants and voids as directed.
- Submit reoccurring vouchers and reoccurring journal vouchers.
- Prepare various monthly, quarterly, and annual accounting/financial reports as assigned.
- Participate in preparation for the annual audit.
- Process all accounts receivable.
- Initiate the collection of delinquent accounts as needed.
- Review and monitor the outstanding receivable aging reports; notify the supervisor of the status of outstanding accounts receivable.
- Conduct research necessary to address billing problems and delinquent account issues.
- Provide information and assistance to customers experiencing billing issues; direct customers to the appropriate staff member as needed.
- Work cooperatively and maintain communication with other departments and external parties including vendors to resolve problems and exchange information.
- Maintain current knowledge of generally accepted governmental accounting principles and practices.

Job Qualifications:

- High school diploma or general education degree (GED).
- One or more years of related experience.
- Ability to search/transport boxes of accounting records weighing up to 20 pounds and properly operate required office equipment such as a personal computer, fax machine, copier and the like.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the “Key Work Competencies” expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.
Job Description

Job Title: Budget and Risk Management Specialist

FLSA Status: Exempt

Salary Range: Market Range 9

Performance Area: Finance and Operations

Department: Financial Services

Supervisor Title: Director of Financial Services

Position Summary: Assist in development and management of Oakland Schools’ annual capital and operating budgets. Administer Oakland Schools’ risk management function processing insurance claims and ensuring adequate property and casualty insurance coverage. Assist in Oakland Schools’ property tax administration, management and compliance functions. Administer Oakland Schools’ fixed assets management tracking and reporting functions.

Essential Functions and Tasks:

- Assist in development of Oakland Schools’ annual capital and operating budgets.
- Coordinate the budget process. Duties include creating the budget development and amendment task calendar, coordinating execution of the calendar, providing assistance/guidance to management in development of budgets, and coordination of the publication of budget documents.
- Analyze budget reports to monitor budget balances, usage of funds, availability of operating funds to meet Oakland Schools’ operational needs, and compliance with related state and federal regulations; initiate corrective action as needed.
- Make necessary budget adjustments, generate related financial reports, and maintain a record of budget amendments made throughout the year.
- Review and recommend action on budgetary requests.
- Provide support for audit requirements of adopted and amended budgets.
- Provide training to department managers on usage of the Performance Budgeting System and the overall budget development process.
- Serve as a resource to management staff and technical campus business personnel on a variety of budgetary matters including distributing expenditure budgets to various funds and allocation of funds.
- Conduct research necessary to resolve a variety of budget issues.
- Administer Oakland Schools’ risk management function processing insurance claims and assuring adequate property and casualty insurance coverage; analyze costs and benefits of alternate insurance providers/plans and recommend changes to coverages, deductibles, etc. as appropriate.
- Assist in Oakland Schools’ property tax administration, management and compliance functions. Duties include, but are not limited to, tax levy analysis, tax levy calculations, formal tax levy request document development (L-4029), and working cooperatively with...
tax levying authorities including cities, villages and townships within Oakland Schools’
district boundaries.
- Serve as departmental Freedom of Information Act (FOIA) Coordinator.
- Execute related automated financial system responsibilities as directed.
- Provide coordination, management, and support to assigned projects.
- Maintain accurate and up-to-date department files and records.
- Provide analysis and feedback related to troubleshooting of Oakland Schools’
  performance budgeting system.
- Maintain current knowledge of generally accepted governmental accounting principles
  and practices and governmental regulations impacting assigned functions including
  requirements of the Uniform Budget and Accounting Act and the Truth in Budgeting Act.

**Job Qualifications:**
- Associate’s degree in Accounting, Business, or related field.
- Michigan School Business Officials (MSBO) Business Office Specialist certification
  and/or Risk Management certification preferred.
- Three or more years of related experience.
- Ability to properly operate required office equipment such as a personal computer, fax
  machine, copier and the like.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the
“Key Work Competencies” expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job.
It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may
be asked to perform additional duties as required by his/her supervisor.
Job Description

Job Title: Cash Receipts Technician

FLSA Status: Non-Exempt

Salary Range: Market Range 2

Performance Area: Finance and Operations

Department: Financial Services

Supervisor Title: Accounting Supervisor

Position Summary: Execute the organization’s cash receipting function related to the processing of tax receipts, customer receipts, state aid receipts, grant receipts, and other appropriate cash receipt documents. Maintain the cash receipts records and process cash receipts in a timely manner. Provide cash desk services including balancing petty cash and preparing bank deposits according to departmental procedures.

Essential Functions and Tasks:
- Receipt and post all cash, checks, ACH, and wire payments vouchers made to the district using the cash receipting functions of the district’s financial system.
- Provide customer service for the central petty cash desk housed in the Financial Services department.
- Prepare the daily cash balancing and bank deposits.
- Maintain files of processed cash receipting documents.
- File office records as directed.
- Perform year-end closing duties as assigned.
- Troubleshoot all problems with customers, employees, and vendors.
- Assist with annual audit as assigned.
- Order and maintain the department’s office supplies.
- Perform general office functions such as faxing and copying.
- Assist in the development and documentation of standard operating procedures.

Job Qualifications:
- High School Diploma/GED, an associate’s degree preferred.
- Minimum of one year of experience and/or training directly related to the duties and responsibilities specified.
- Michigan School Business Officials certification preferred.
- Ability to properly operate required office equipment such as a personal computer, fax machine, copier and the like.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the “Key Work Competencies” expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.
**Job Description**

**Job Title:**  Controller  
**FLSA Status:**  Exempt  
**Salary Range:**  Market Range 16  
**Performance Area:**  Finance and Operations  
**Department:**  Financial Services  
**Supervisor Name and Title:**  Director of Financial Services  

**Position Summary:** Manage the staff and/or perform the activities of the accounting and treasury operations including the functions of general accounting, accounts payable, accounts receivable, payroll, grant & funded projects, cash management, debt management, the related foundations, the annual audit and all applicable federal, state and local financial reporting. Ensure organizational accounting procedures conform to generally accepted accounting principles as well as all federal, state, and local laws, regulations, and policies.

**Essential Functions and Tasks:**

- Manage the activities of general accounting, accounts receivable, accounts payable, payroll, grant & funded projects, cash management, and debt management operations.
- Manage the district’s fiduciary responsibilities for our affiliated foundations and all Trust & Agency funds.
- Manage the development, implementation and maintenance of standard operating procedures (SOP’s), internal controls and technologies.
- Direct the resolution of accounting problems and answer questions.
- Establish, review and maintain appropriate internal controls to insure integrity of accounting and financial processes and systems.
- Supervise and monitor all internal and external audits and subsequent federal, state and local reporting.
- Ensure adherence to all applicable federal, state and local financial reporting requirements and responsibilities.
- Oversee and manage the preparation of all financial reports for the Board of Education.
- Prepare and manage budgets of assigned.
- Review and verify calculations of all budget and formula submissions to the State, including budget documents, budget adjustment requests, and reports of actual expenditures.
- Monitor budgets and maintain security on the organization’s financial systems.
- Perform systems analysis and trouble shooting in the budgeting, financial and human resources/payroll systems.
- Assist Technology Services with planning, analysis and testing in relation to systems operations, upgrades and conversions.
- Serve as Oakland Schools representative and/or liaison to constituent groups, professional organizations (public and private), government and community agencies and serve as a resource to local districts business units (if applicable).
- Manage the development, implementation and maintenance of all record keeping procedures including the general ledger to ensure legal compliance with the State of Michigan Audit Manual, Bulletin 1022 Chart of Accounts and the Bulletin 52, record retention regulations.
- Authorize assignment of purchasing cards and monitor utilization.
- Maintain up-to-date knowledge of current research and methodology in field(s), as well as local, state and federal laws and regulations governing business operations and implement necessary changes to programs, services and operations to ensure compliance.

**Job Qualifications:**
- Bachelor's Degree in Accounting, Finance, or related field.
- Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified in Financial Management (CFM), Certified Chief Financial Officer (MSBO-CFO) is preferred.
- Five years or more years of related experience.
- Ability to properly operate required office equipment such as a personal computer, fax machine, copier and the like.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the “Key Work Competencies” expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.
# Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>PA-18 Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Market Range 3</td>
</tr>
<tr>
<td>Performance Area:</td>
<td>Instructional Services</td>
</tr>
<tr>
<td>Department:</td>
<td>Special Education</td>
</tr>
<tr>
<td>Supervisor Title:</td>
<td>Director of Special Education</td>
</tr>
</tbody>
</table>

**Position Summary:** Perform a variety of tasks related to the allocation and reporting of Public Act 18 funds.

**Essential Functions and Tasks:**
- Obtain and maintain necessary documentation for allocation of PA-18 funds including center programs enrollment.
- Review the budgets and expenditures of center programs for accuracy and tuition purposes; notify constituent districts of projected tuition costs.
- Finalize student membership and complete the Tuition Calculation Report for each local school district.
- Create and distribute LEA Tuition and NET PA-18 Distribution Statements.
- Conduct Center Budget Validation Review and reports.
- Provide technical assistance to constituent districts regarding the allocation and management of PA-18 fund distribution.
- Obtain and process Start-up and Extraordinary Expense applications from LEAs.
- Monitor and process SEI supplemental funding to center operators.

**Job Qualifications:**
- High school diploma or general education degree (GED).
- Associate degree is preferred.
- Two or more years of related experience.
- Ability to properly operate required office equipment such as a personal computer, fax machine, copier and the like.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the “Key Work Competencies” expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.
Job Description

Job Title: Accounting Supervisor

FLSA Status: Exempt

Salary Range: Market Range 10

Performance Area: Finance and Operations

Department: Financial Services

Supervisor Title: Director of Financial Services

Position Summary: Supervise the day-to-day activities of staff responsible for the processing of accounts payable, accounts receivable and cash receipts. Assume responsibility for administration of the purchase card system and records library functions.

Essential Functions and Tasks:

- Supervise the day-to-day activities of assigned staff. Duties include hiring, training, coaching, evaluating performance, and when necessary disciplining staff.
- Oversee the processing of accounts payable, accounts receivable and cash receipts.
- Authorize purchase orders for payment in accordance with established policies.
- Organize and manage the records library functions of the department ensuring compliance with related state requirements.
- Assist with management of the departmental operating budgets; notify supervisor of significant variances as needed.
- Oversee and participate in preparation of various monthly, quarterly, and annual accounting/financial reports as assigned.
- Supervise and participate in execution of related automated financial system responsibilities.
- Participate in preparation for the annual audit. Duties include, but are not limited to, compiling information, preparing audit work papers/schedules/fiscal analyses, compiling/verifying accounting information, preparing journal entries, and other related tasks.
- Monitor Oakland Schools’ compliance with generally accepted accounting principles (GAAP) and related governmental regulations; initiate corrective action as needed.
- Participate in the development, implementation and management of departmental strategic/operational plans, standard operating procedures, projects, programs and systems.
- Work cooperatively and maintain communication with other departments and external parties including vendors to resolve problems and exchange information.
- Maintain current knowledge of generally accepted governmental accounting principles and practices and governmental regulations impacting assigned functions.
- Manage working capital through the prudent management of Oakland Schools’ accounts payable, accounts receivable and cash receipting functions.
- Perform campus project support liaison responsibilities with respect to the associated project disbursements and records management.
Job Qualifications:
- Bachelor’s degree in Accounting, Finance, or related field.
- Michigan School Business Officials (MSBO) Business Office Manager Certification preferred.
- Five or more years of related experience including public school fund accounting responsibilities. Grant funded program experience is preferred.
- Ability to properly operate required office equipment such as a personal computer, fax machine, copier and the like.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the “Key Work Competencies” expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.