

The Michigan Association of School Boards, a Lansing-based non-profit, is looking for a motivated, talented, and fun **Accounting Manager** to join our team. Our existing team is a diverse, talented, and experienced group who are willing to be patient and help train the right person who fits into our team. This is a superb opportunity for someone with 3–4 years of accounting experience who wants to take a step into a leadership role, or for an experienced Michigan public school district accountant who is looking for a change. If this grabs your interest, please take a moment to review the job description and application materials below.

MICHIGAN ASSOCIATION OF SCHOOL BOARDS (MASB) JOB DESCRIPTION

JOB TITLE: Accounting Manager

DATE: August 2024

DEPARTMENT: Finance and Business Services (FABS)

REPORTS TO: Comptroller

SUPERVISES: MASA business staff

JOB SUMMARY: Applies principles of accounting to process and analyze transactional financial information. Working with the Comptroller, performs accounting and bookkeeping duties associated with accounts receivable, accounts payable, cash receipts, and general ledger maintenance. Performs bi-weekly payroll processing duties using Paychex Flex services.

Essential Duties:

- Works under the general guidance of the Comptroller in administering the accounting functions of a non-profit association.
- Responsible for performing general ledger transactions including:
 - Analyzing and reconciling general ledger accounts as requested.
 - Routinely performing journal entry documentation and processing.
 - Communicating and performing correcting entries as needed.
- Assists with cash and cash flow activities including:
 - Analyzing monthly revenue and expenditures.
 - Reconciling monthly bank and investment accounts.
 - Planning and executing cash transfers to meet all planned obligations.
- Assists with accounts receivable functions including:
 - Processing, reconciling, and balancing all PayPal credit card/electronic receipts.
 - Issuing and tracking annual dues invoices.
 - Tracking and assisting with collection of revenue items.
 - Implementing, tracking, and reporting deferred revenue items
- Assists with the account payable functions including:
 - Authorizing, documenting, and auditing all contracts and invoices.
 - Preparing, printing, and obtaining authorized signatures for all checks.

- Maintaining and reconciling the accounts payable and related expense accounts.
- Maintaining and reconciling of capital expenditures and related record keeping.
- Implements, prepares, and performs the payroll and benefits functions including:
 - Preparing and processing all bi-weekly payrolls.
 - Communicating and interfacing with the third-party payroll provider.
 - Assists the Deputy Director in overseeing the employee health benefit plans.
 - Assists the Deputy Director in management of the 401(k)-benefit program.
- Assists with financial reporting responsibilities including:
 - Preparing and filing all Association, Foundation, and grant related financial reports.
 - Preparing and filing all required Federal, State, and Local tax and business reports.
 - Preparing required or requested employment, information, and lobbying reports.
 - Working with independent auditors in preparation of financial audit and 990 tax return.

Qualifications:

- 4-year degree in Accounting, Business, or Finance.
- 2+ years of accounting experience.

Required Competencies/Abilities:

- Intermediate Microsoft Office skills, with an ability to learn firm-specific programs and software
- Strong organizational, interpersonal and problem-solving skills
- Strong communication skills – written, spoken and listening
- Friendly and professional demeanor

Preferred Competencies/Abilities:

- Demonstrated understanding of non-profit accounting-related regulations and procedures.
- Experience in a public school system, state or community college, or non-profit preferred.
- Experience with Great Plains general ledger software

Working Conditions and Physical Demands:

Work to be conducted primarily in office, however some work will be done in school and hotel environments and some work may be conducted remotely via technology. Some lifting required (up to 30 lbs.). Occasional overnight and weekend travel. Long hours on computer keyboard.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary/Benefits:

This is a full-time salaried position, with compensation commensurate with experience; the preliminary salary range is \$55,000 - \$70,000. MASB offers a full benefits package that includes full family health, dental, vision insurance, life, and long-term disability insurance, along with employer contributions into a 401(k) plan. Regular workdays are Monday through Friday, 8:00 a.m. to 5:00pm; some night and weekend work required. Paid time off includes sick, vacation, holiday, and personal days. MASB is not part of Michigan’s Public School Employees Retirement System.

Application Procedure:

Interested candidates should submit their resumes and cover letter to HR@MASB.ORG. MASB intends to conduct interviews as qualified applicants are received until filled beginning September 11, 2024. As a condition of employment, MASB requires the finalist applicant to pass credit and criminal history background checks, details of which will be provided during the interview process. MASB is committed to improving diversity, equity, and inclusion in our workplace, and we are currently seeking to attract, recruit and retain people from diverse backgrounds.

ADA and EOE Employer:

The information in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Equal Opportunity Employer: The Michigan Association of School Boards ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability.

Values Statement:

We, the MASB staff, are committed to a workplace that:

- Focuses on members' success;
- Builds trust, respect, and understanding;
- Values inclusion and diversity;
- Supports each other; and
- Embraces and drives purposeful change that promotes growth