



# OaklandSchools

November 20, 2024

## **POSITION OPENING: Accounting Technician**

### **IN THIS ROLE:**

An energetic and collaborative team member to work closely with assigned departments to carry out the processing of accounts payable, general accounting, and assist with payroll. You will review and process all vendor invoices, employee reimbursements and other authorized disbursements, as well as assisting with the process of employee timesheets.

This is a fantastic opportunity for someone eager to gain hands-on experience and make a real impact!

### **WHAT WE NEED:**

- Maintain accurate and complete accounts payable records and files
- Assist in the processing of 1099 forms
- Process journal entries as directed, including reoccurring vouchers and/or journal entries
- Participate in preparation of the annual audit including Excel year-end audit schedules and/or PowerPoint presentations
- Prepare various monthly, quarterly and annual accounting/financial reports, as assigned
- Work cooperatively and maintain communication with other departments and external parties including vendors to resolve problems and exchange information
- Prepare assigned bank reconciliations and conduct research necessary to resolve discrepancies
- Coordinate, process and record business office deposits while safekeeping the assets
- Complete 3rd party reconciliations and postings
- Support and train personnel on the purchasing/financial software application

### **WHAT YOU NEED:**

- High school diploma or GED.
- Two years of experience in an environment that is process oriented and includes knowledge of a data entry software system, or other equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Proficient in financial software
- Knowledge utilizing Excel, PowerPoint, and Word.
- Michigan School Business Official (MSBO) Business Office Specialist certification preferred.

## **SALARY DETAILS:**

\$22.10 - \$25.63 hourly based on relevant prior work experience, with the potential to earn up to \$27.59 after employment with Oakland Schools.

Non-Exempt position / 12-month work year.

## **WHY WORK FOR OS?**

Oakland Schools offers a great benefits package for our employees! What we provide includes:

- The opportunity to enroll in a **pension plan** to help ensure your financial security.
- **Quality health insurance, dental, and vision plans.**
- **Generous vacation and leave time** so you can have a healthy work-life balance.
- **OS-paid coverage for life insurance, short and long-term disability, and well-being benefits** including access to an Employee Assistance Program for staff and dependents.
- The opportunity to buy optional health savings accounts (HSA), flexible spending accounts (FSA), pet insurance, legal insurance, college savings plans, and tax-sheltered annuity (TSA) plans.
- OS provides the ability to get involved within the organization and advance your skill set with education development.
- This position **may be eligible to participate in the Flexible Work Program**, which allows eligible employees to perform their job duties from a designated alternative location up to two days per week.

## **LOCATION:**

Clawson Public Schools

626 Phillips Ave

Clawson, MI 48017

## **WHO WE ARE:**

Oakland Schools (OS) is an intermediate school district (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning

Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

## **HOW TO APPLY:**

To apply, please use the Oakland County Human Resource Consortium (OHRC) website. You can find it by [clicking here](#). You will need to make an account on the OHRC website to apply.

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

**POSITION DEADLINE:** Applications will be accepted until the position is filled.

For questions regarding this position, please contact [recruiting@oakland.k12.mi.us](mailto:recruiting@oakland.k12.mi.us)

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or [HR@oakland.k12.mi.us](mailto:HR@oakland.k12.mi.us). Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or [Jacqueline.Zablocki@oakland.k12.mi.us](mailto:Jacqueline.Zablocki@oakland.k12.mi.us).

This job posting 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.