



Mason Consolidated Schools

2400 Mason Eagles Drive Erie, MI 48133

Andrew Shaw, Superintendent

PHONE: 734.848.9304 FAX: 734.848.3975

www.eriamason.k12.mi.us

INTERNAL/EXTERNAL JOB POSTING

Posting Date: May 4, 2018
Position: Accounting Assistant
Location: Mason Consolidated Schools Business Office
Terms of Employment: Full Time /260 days per year
Wages: Minimum of \$19.25/hour
Apply in writing by: May 18, 2018

Substantial testing will be used to gauge skill level.

MINIMUM QUALIFICATIONS:

- Associates Degree in the Area of Accounting, Finance or Business, Bachelor's Degree preferred
- Three (3) years' experience in related area
- Excellent oral and written communication skills
- Excellent Organizational Skills
- Knowledge of Microsoft Office Products including a Superior Competency in Microsoft Excel
- Knowledge of Standard Accounting Practices
- Ability to Handle Multiple Projects and Prioritize Tasks
- Self-motivated and disciplined
- Ability to maintain confidentiality and to work well with people

RESPONSIBILITIES

- Payroll & Attendance Processing
- General Ledger Reconciliation, Bank Account Reconciliation
- Internal and Athletic Account Management
- Receivable Processing
- Assists with Food Service Account Management, Accounts Payable Processing
- Property/Casualty and Workers Compensation Insurance Administration
- Assist with Employee Benefit Administration
- Assist with Year End Audit Preparation
- Clerical Support for Business Office Personnel

Criminal History: All Employees of the Mason Consolidated School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$42.00 is the responsibility of the employee.

It is the policy of the Mason Consolidated School District that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent of Schools at the Mason Consolidated School District, 2400 Mason Eagles Drive, Erie, MI 48133 or call (734) 848-9304. APPROVED AUGUST 18, 2003



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Method of Application: Letter of interest, resume, district application (available at www.eriamason.k12.mi.us), letters of recommendation, copies of certification(s), transcripts

Send information to: Beth Sherman, HR Specialist/Administrative Assistant
Mason Consolidated Schools
2400 Mason Eagles Drive
Erie, MI 48133
sherman@eriamason.k12.mi.us