



# 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](http://www.eriamason.k12.mi.us)

## INTERNAL/EXTERNAL JOB POSTING

**Posting Date:** March 4, 2019  
**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:** Accepting applicants until filled

**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 advanced Microsoft Excel skills
- 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 \$43.50 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](http://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](mailto:sherman@eriamason.k12.mi.us)