

MOP Co-Op Accounts Payable/Receivable Specialist

DESCRIPTION:

Employment as an accounts payable/receivable specialist to provide accounts payable/receivable services for multiple districts within the Mecosta-Osceola ISD.

REQUIREMENTS:

A minimum of at least five (5) years of successful accounts payable experience. Preference will be given to applicants who have an associate or bachelor's degree as well as Michigan School Business Officials certification. The preferred candidate will have the ability to organize and manage data, excellent communication skills, strong knowledge of current software and technologies, successful experience in an educational setting and familiarity with Michigan Public School Accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain district financial records using the district's accounting software
2. Maintain files of paid/unpaid invoices
3. Maintain vendor files and respond to vendor inquiries regarding orders and payments
4. Prepare, verify and distribute district checks while maintaining historical files of payment
5. Assist administrators and other employees of the district with questions on purchase orders, expenditures and other such business matters
6. Responsible for month-end reports, as well as year-end closeout procedures. Also assist with annual audit
7. Prepare and enter all bank deposits into the district's financial software
8. Prepare required governmental reports including but not limited to 1099s
9. Offer efficient, friendly and courteous service to employees and the public at large
10. At all times maintain a high level of discretion and confidentiality in handling district financial, employee and student information