

SCHOOL DISTRICT OF THE CITY OF SAGINAW
HUMAN RESOURCES DEPARTMENT

Posting Dates:

From: January 5, 2012

To: Until Filled

Accounting Specialist
(ESG Position)

General Summary: The Accounting Specialist is responsible for providing support to department activities with specific responsibility for the processing, recording, updating and reconciling fiscal information in compliance with established policies and providing instructions, recommendations and/or accounting support to other personnel.

Job Duties and Responsibilities:

- Complete general fund bank reconciliations monthly
- Complete payroll bank reconciliations monthly
- Complete athletic bank reconciliations monthly
- Complete scholarship bank reconciliations monthly
- Complete petty cash bank reconciliations monthly
- Reconcile payroll liability accounts
- Post employee reimbursements to the general ledger
- Record Federal and State tax payments to general ledger
- Review accounts payable invoices to ensure payments match invoices, etc.
- Post PCMI payments
- Perform other duties as assigned

Qualifications:

- Bachelor's Degree in Accounting
- One to three years experience in Accounting preferred

Salary Range: \$38,759 - \$42,353

For Further Information Contact: Ms. Tamara Johnson, Executive Director of Fiscal Services (989) 399-6522

Method of Application:

Applicants must submit an original letter of interest, resume, and proof of credentials (unofficial transcripts) to:

Dr. Kelley A. Peatross
Assistant Superintendent for
Human Resources, Labor Relations
EEO & Support Services
550 Millard St.
Saginaw, MI 48607

Deadline for Application:

In order for an applicant to be considered, all required documents as noted above under "Method of Application" must be received.

Saginaw Public Schools is an Equal Opportunity Employer. It is our policy not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs.