

## BELDING AREA SCHOOL DISTRICT

### Position Announcement

<b>Job Title:</b>	<b>Pupil Accounting Specialist/Business Office Assistant</b>		
<b>Location:</b>	Administration Office		
<b>Salary Range/Level:</b>	\$17.00 – 20.00 per hour, based on education and experience	<b>Terms of Employment:</b>	Full-Time; Non-Union 52 weeks per year
<b>Date Posted:</b>	October 10, 2017	<b>Application Deadline:</b>	October 24, 2017
<b>Application Process:</b>	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at <a href="http://www.bas-k12.org">www.bas-k12.org</a> under District and Job Opportunities.) Letter of interest, resume and credentials may be attached within the online application.		
<b>Belding Area School District</b>			
<b>Mission</b> Belding Area Schools: An engaged staff + a supportive community = successful students.			
<b>Job Description</b>			
<b>Qualifications:</b>			
<ul style="list-style-type: none"> <li>• Associate’s Degree with a minimum of five years of experience in related field.</li> <li>• MSBO Pupil Accounting Data Specialist and/or Business Manager certification preferred or willing to obtain.</li> <li>• Excellent communication/interpersonal skills required to interact effectively with students, staff members, other school officials, parents, and the general public.</li> <li>• Extensive knowledge of organizational operations, policies, procedures, and practices.</li> <li>• Extensive knowledge of State of Michigan (SOM) requirements pertaining to student and staff data.</li> <li>• Experience with Skyward student management system preferred.</li> <li>• Ability to organize, prioritize, and work independently as well as schedule and produce work in a timely manner, including emergency situations.</li> <li>• Ability to operate effectively in an environment requiring the handling of confidential/sensitive information.</li> <li>• Demonstrated abilities in keyboarding and strong word processing, database, and spreadsheet skills.</li> <li>• Positive working relationships with students, staff, parents and the community</li> </ul>			
<b>Essential Duties:</b>			
The Pupil Accounting Specialist/Business Office Assistant shall serve under the direct supervision of the Executive Director of Finance and Operations and shall be responsible for the following specific duties:			
<ul style="list-style-type: none"> <li>• Positively greet students, staff and community as they enter the office.</li> <li>• Accounts Payable, Accounts Receivable and other related duties to facilitate smooth and efficient Business Office operations.</li> <li>• Maintain data as prescribed by SOM and Superintendent of Schools for pupil accounting requirements.</li> <li>• Remain current with Pupil Accounting and MPAAA guidelines and share information with appropriate staff in a timely manner.</li> <li>• Provide training and ongoing instruction to new and existing school site staff in proper methods of maintaining accurate enrollment and attendance records.</li> <li>• Maintain data as prescribed by the SOM and Superintendent of Schools on the state’s Assessment database.</li> </ul>			

- Monitor District calendar for days and clock hour requirements.
- Maintain District Trust & Agency accounts.
- Maintain Special Education student data in the district student information system.
- Perform other clerical duties to facilitate smooth executive office operations.
- Work cooperatively with other office personnel.
- Perform other related duties as directed by the Executive Director of Finance and Operations and/or Superintendent of Schools

**Notice of Non-discrimination**

It is the policy of Belding Area School District not to discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category in its programs, services or activities. For inquiries regarding the nondiscrimination policies contact the Superintendent's Office, 850 Hall Street, Belding, MI 48809. (616)794-4700.