

Title: FINANCE SPECIALIST – A/P, A/R, PAYROLL

District/Organization: COPESD

Position/Type- 30-40 hours per week, 260 days per year

Salary/Benefits: A Competitive salary will be determined based on qualifications, experience and background. A full benefits package including health, vision and dental insurance in addition retirement and paid leave.

Deadline to apply: Monday, March 17, 2025 @ 3 p.m. or until filled

Position Summary

The Finance Specialist is responsible for providing fiscal support to the COPESD in the areas of finance, business services and accounting to assure compliance with federal, state and district policy requirements. This position will support staff with daily activities.

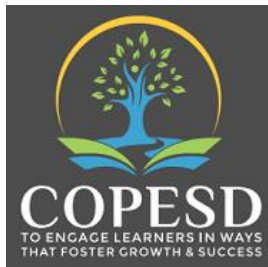
Primary Duties and Responsibilities

- Perform accounting duties for the efficient operation of payables, receivables and cash receipts.
- Assist in the management of purchasing and acquisition functions for school district by processing purchase orders.
- Maintain accounts receivable, issue invoices as needed and follow-up on outstanding balances.
- Oversee and administer all functions of the district Purchasing Card program.
- Prepare/process local district payroll services.
- Process cash draws on district grants.
- Assist with grant accounting and reporting in coordination with the Financial Officer.
- Assist in the tracking and reporting of inventory and capital assets.
- Secure W-9 data from vendors and issue 1099 forms at end of year.
- Assist in annual and periodic financial audits of the school district.
- Prepare schedules, gather information and assist auditors as needed.
- Other duties as assigned by the Financial Officer.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Desired Qualities

- Self-starter
- Reliable
- Detail oriented
- Well organized
- Effectively work with specific timelines
- Problem solving ability
- Strong team player
- Interpersonal/communication skills



Education: Bachelors degree in accounting, finance or business administration preferred.

Experience: 1 to 3 years of experience in accounting setting.

Desired Certifications: Michigan School Business Official Credentialing or willingness to obtain and/or Equivalent Experience.

Desired Qualifications: General accounting principles and practices; ability to type accurately and operate standard office machines, knowledge of applicable computer software and data entry processes; ability to work harmoniously with other staff and respect confidential information.

Terms of Employment

Title: Finance Specialist – A/P, A/R, PAYROLL

District/Organization: Cheboygan-Otsego-Presque Isle Educational Service District (COPESD)

Pay Range: \$22.55 up to \$26.97 per hour.

Deadline to apply: Monday, March 17, 2025 @ 3 p.m. or until filled

Anticipated Start date: on or about April 28th, 2025

Application Procedure:

Qualified Applicants may apply by email or in hard copy with a Resume and Credentials to:

*Ms. Amy Karsten—Chief Financial Officer
Cheboygan-Otsego-Presque Isle Educational Service District (COPESD)
6065 Learning Lane
Indian River, MI 49749
Fax: (231) 238-8551
Email: amyk@copesd.org*

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship other than at-will. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is at-will, and terminable either by the employee or the employer at any time, with or without cause, except as otherwise provided by law.

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.