WHITEHALL DISTRICT SCHOOLS
541 E. Slocum St.
Whitehall, MI 49461
P: 231-893-1010
F: 231-894-6450

Payroll / Accounting Specialist

Post Date: October 30, 2026
Application Deadline: Review as received

Position Summary
White Lake Area Community Education and Whitehall District Schools are seeking a detail-oriented and organized Payroll/Accounting Specialist to support the financial operations of both organizations. The ideal candidate will have experience in payroll processing, bookkeeping, financial reporting, and budget management. This individual will work collaboratively with central office administrators to ensure accurate financial records, efficient financial processes, and effective support for the programs and initiatives of both organizations.

Essential Duties
- Accounts Payable: Process invoices, monitor account codes, ensure proper approvals, enter data into the accounting system, generate and distribute checks, and maintain vendor records, including 1099 preparation and submission.
- Accounts Receivable: Manage billing processes for district services, rents, and invoices, ensuring timely and accurate bank deposits and recordkeeping.
- Audit Assistance: Prepare documentation, complete client worksheets, assist with confirmations, and respond to auditor requests.
- Credit Card Reconciliation: Administer and reconcile district purchase card accounts, ensuring proper documentation and coding of transactions.
- Payroll Lead: Collect and process employee reimbursements and timecards, process semi-monthly payroll and all quarterly reporting documents and collaborating with HR on payroll-related tasks.
- Prepare and distribute W-2s and other employee-related financial documents.
- Financial Reconciliation: Reconcile district accounts, including payroll, purchase cards, and other financial systems, ensuring accuracy and resolving discrepancies.

Education and Experience
- Associate degree in accounting, finance, or a related field (Bachelor's degree preferred).
- Proven experience in accounting or bookkeeping, preferably in an educational setting.
- Proficiency with accounting software, spreadsheets, and financial recordkeeping.
- Strong organizational skills and attention to detail.

Compensation
- Full Year - Full-Time Salaried

Individuals interested in applying for this position should email their resume, letter of interest, and references to: kelseykempf@whitehallschools.net. Thank you.

WHITEHALL DISTRICT SCHOOLS NON-DISCRIMINATION POLICY
It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Coordinator – School Superintendent, 541 E. Slocum Street, Whitehall, MI 49461 Phone 231-893-1005. Adopted by the Board of Education, April 27, 1992.