

## **WDS & WLACE Accounting Specialist (Part-Time)**

Post Date: February, 2025

Application Deadline: Review as received

### **Position Summary**

The White Lake Area Community Education and Whitehall District Schools are seeking a detail-oriented and organized Part-Time Accounting Specialist to support the financial operations of both organizations. The ideal candidate will have experience in bookkeeping, financial reporting, and working with budgets. They will collaborate with central office administrators to support the financial needs of various programs and initiatives. This position is part-time and offers a flexible schedule within a dynamic and collaborative work environment.

### **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.
- Purchase Orders: Convert approved requisitions into purchase orders, monitor balances, ensure receipt of goods, and reconcile discrepancies.
- Credit Card Reconciliation: Administer and reconcile district purchase card accounts, ensuring proper documentation and coding of transactions.
- Payroll Backup: Serve as a backup for payroll processing, including balancing payroll records, making adjustments, and collaborating with HR on payroll-related tasks.
- Invoicing and Reporting: Generate invoices for services and other district transactions; prepare and distribute W-2s and other employee-related financial documents.
- Employee Verification: Respond to requests for employment and wage verification
- Grant Administration: Support grant processes by preparing reports, requesting funds, and ensuring compliance with grant requirements, including Medicaid reporting.
- 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.
- Strong organizational skills and attention to detail.

### **Compensation**

- Part-Time: Hourly Pay (\$23-\$28 based on experience)

Individuals interested in applying for this position should email their resume, letter of interest, and references to: [kirstenbolles@whitehallschools.net](mailto:kirstenbolles@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.