

<b>DATE OF POSTING:</b>	November 17, 2016
<b>TERMINATION DATE FOR APPLICATION:</b>	November 28, 2016
<b>POSITION:</b>	<b>ACCOUNTANT</b>
<b>COMPENSATION/BENEFITS:</b>	Per ASO/USO Contract Grade H
<b>STAFF RELATIONSHIP:</b>	Responsible to Kelly Cline Controller
<b>EMPLOYMENT DATE:</b>	As soon as possible
<b>SEND APPLICATION AND RESUME TO:</b>	<b>Human Resources Department</b> Michigan Education Association 1350 Kendale Blvd., P.O. Box 2573 East Lansing, MI 48826-2573

**BASIC PERFORMANCE EXPECTATIONS:**

Work involves responsibility for maintaining and analyzing the various accounting records of the corporations and participating in the day to day operation of the section. Work also includes serving as consultant to local units and performing compilations for locals. Must be familiar with and adhere to financial policies of each affiliate and generally accepted accounting principles.

This job requires the ability to establish and maintain effective working relationships with vendors, officers, affiliates, members of the association, staff and management.

**ASSIGNED DUTIES:**

Develop schedules of daily work, determine work priorities, distribute work to bookkeepers, coordinate and participate in all stages of work in progress.

Serve as technical resource for bookkeepers, answer questions regarding work procedures, provide instruction and orientation on new systems and work procedures and review the work of bookkeepers for accuracy.

Review and/or reconcile various accounts.

**ASSIGNED DUTIES (*continued*):**

Approve and post all monthly entries to the general ledger and other related modules; approve and distribute monthly disbursements; prepare closing, review trial balances for accuracy and financial statements each month for affiliate corporations.

Design a wide variety of analytical and financial reports and schedules.

Assist in budget preparation and monitoring.

Coordinate and assist in audit preparation as directed.

Assist in development of department procedures and processes to ensure efficient operations and compliance with internal control practices.

Work with other staff in problem solving.

Provide back up for department as needed.

Assist in design and implementation of automated treasury/cash management processes.

Provide technical research utilizing internet, periodicals, etc., as needed.

Serve as consultant to local units relative to bookkeeping and related financial matters as directed, complete compilations and procedure reviews as needed.

Reconcile NEA transmittal and billing reports.

Perform other job-related duties as assigned from time to time.

**MINIMUM REQUIREMENTS:**

Graduation from an accredited four-year college or university with major course work in Accounting or Business Administration, and

Two years recent professional accounting experience, or one year MEA accounting department experience.

Experience and training which provides the following knowledge, ability and skills:

- considerable knowledge of accounting principles and practices;

**MINIMUM REQUIREMENTS (*continued*):**

- ability to operate personal computer, including spreadsheet knowledge and common office equipment;
- ability to examine, verify and analyze financial documents and reports;
- knowledge of various accounting/tax research resources;
- ability to perform some original work in the development of accounting procedures and forms;
- clear understanding of internal control practices; and
- ability to communicate tactfully, courteously and effectively.

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