

DATE OF POSTING: January 22, 2019

TERMINATION DATE FOR APPLICATIONS: January 29, 2019

POSITION: **BOOKKEEPER II**

COMPENSATION/BENEFITS: Per ASO/USO Contract
Grade E

STAFF RELATIONSHIP: Responsible to Will DePeel
Associate Manager

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

BASIC PERFORMANCE EXPECTATIONS:

Work involves reconciling general ledger accounts; reviewing and processing payables and receivables; prepare and record journal entries; reconciliation of bank accounts, operation of a personal computer and preparing invoices. Assist in audit preparation and reconcile balances. Employee must be familiar with and adhere to financial policies.

This job requires the ability to establish and maintain effective working relationships with vendors and members, as well as staff and management.

ASSIGNED DUTIES:

Process receivables and prepare daily deposit slips.

Balance various bank accounts and record appropriate reconciling items.

Prepare various reports.

Prepare journal entries; responsible for the maintenance of recurring journals and other accounting records for various funds.

Prepare, mail and follow up on outstanding invoices.

ASSIGNED DUTIES (continued):

Deal directly with vendors and staff regarding invoices and vouchers.

Open and secure vault.

Maintain a record of FICA and voluntary withholding file for all short-term disability received from MESSA Benefits Administration Department.

Perform research and respond to inquiries.

Review and process staff vouchers for payment, and compute amounts for taxation purposes where applicable.

Verify and input activity report forms, and prepare required reports.

Input job requests.

Orient Bookkeeper I.

Back-up for Bookkeeper I.

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

MINIMUM REQUIREMENTS:

Graduation from a standard high school or vocational school, including or supplemented by a course in bookkeeping.

Experience as a bookkeeper, including some experience in maintaining financial records.

Experience and training which provide the following abilities, skills and knowledge:

- knowledge of the principles and practices of double-entry bookkeeping;
- understanding of internal control practices and theories,
- ability to operate a personal computer and common office equipment;
- ability to make arithmetical calculations accurately and rapidly;
- ability to learn financial information system requirements;

Bookkeeper II

Page 3

MINIMUM REQUIREMENTS (continued):

- knowledge and experience with spreadsheet and word processing software packages;
- ability to communicate tactfully, courteously and effectively;
- ability to type.

TESTING:

Bookkeeper II Test: 75%
Computation: 75%
Keyboard (Numbers): 12 npm
Keyboard (Typing): 30 wpm, 98% accuracy
Problem Solving: 45%

10/2005