

**MEA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.**

**M 19-21-22**

**POSTING DATE:** February 18 2022

**TERMINATION DATE FOR APPLICATIONS:** February 25, 2022

**POSITION:** **BOOKKEEPER I**

**COMPENSATION/BENEFITS:** Per ASO/USO Contract  
Grade C

**STAFF RELATIONSHIP:** Responsible to Kelly Cline  
Controller

**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:**

This is technical bookkeeping and clerical work that involves printing payables and payroll checks, filing, operation of a personal computer, processing receivables; reconciling bank accounts using an automated system. Assist in audit preparation.

This job requires the ability to establish and maintain effective working relationships with staff and management.

**ASSIGNED DUTIES:**

Reconcile bank accounts.

Separate cash receipts from mail and process and balance daily receipts.

Print payables checks; file documentation.

Input data as required into various standard and customized spreadsheets and data bases; prepare periodic reports.

Distribute department mail.

Responsible for ensuring adequate check inventory & related supplies.

Rotate and purge annual payable files, update index.

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

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**MINIMUM REQUIREMENTS:**

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

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

- knowledge of principles and practices of double-entry bookkeeping;
- 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;
- ability to communicate courteously and effectively;
- ability to type.

**TESTING:**

Bookkeeper I Test:	75%
Computation:	75%
Keyboard (Numbers)	12 npm
Keyboard (Typing):	30 wpm, 98% accuracy

10/2005