



## NOTICE OF VACANCY

**M-20-24-25**

<b>POSITION:</b>	<b>Bookkeeper II</b>	<b>LOCATION:</b>	East Lansing
<b>SCHEDULE:</b>	<b>245 Workdays</b>	<b>SALARY RANGE:</b>	<b>Grade E Per ASO/USO Contract</b>
<b>Responsible to:</b>	<b>Jeff Kindinger, Controller</b>		15 paid holidays and comprehensive benefit package
<b>POSTING DATE:</b>	May 12, 2025	<b>DEADLINE:</b>	May 19, 2025

### **BASIC PERFORMANCE EXPECTATIONS:**

Work involves reconciling general ledger accounts; reviewing and processing payables and receivables; prepare and record journal entries; compile accurate data for government filings; 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 and invested in being culturally intelligent.

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

### **ASSIGNED DUTIES:**

Process receivables and generate invoices as needed.

Prepare daily deposit slips for various bank accounts and deposit checks via remote deposit capture.

Balance various bank accounts and record appropriate reconciling items.

Prepare various reports.

Compile accurate data for reports required by IRS, DOL and state filings.

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.

Deal directly with diverse 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 requestsBook

Orient Bookkeeper I.

Back-up for Bookkeeper I.

Build and sustain cultural intelligence.

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.

Invested to demonstrate inclusive and equitable practices.

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

### **TESTING:**

Bookkeeper II Test: 75%

Computation: 75%

Problem Solving: 45%

May 8, 2025