



NOTICE OF VACANCY

M 35-25-26

POSITION: Accountant	LOCATION: East Lansing
RESPONSIBLE TO: Director of Financial Operations	RANGE: Grade J Per ASO/USO Contract
SCHEDULE: 260 Work Days	16 paid holidays and comprehensive benefits package
POSTING DATE: April 20, 2026	DEADLINE: April 27, 2026

ABOUT MEA

The Michigan Education Association (MEA) is committed to advancing public education professions, building a fully engaged membership, securing a pro-public education legislative agenda, advancing educational equity regardless of where a child lives, and prioritizing high-quality public-education as a fundamental right. MEA’s mission is to protect, advocate, and advance the rights of all education professionals which promotes a quality education for all students. MEA represents about 120,000 educators including teachers, counselors, social workers, school nurses, education support professionals in our P/K-12 through our colleges and universities, higher-education faculty, retired members as well as aspiring educators at the high school and collegiate level throughout the state.

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 Finance Department. Work also includes serving as consultant to diverse local units and performing compilations for locals. Must be familiar with and adhere to financial policies of each affiliate and generally accepted accounting principles. In conjunction with the Finance managers, the Accountants must adhere to compliance standards and practices. This position is required to maintain a high level of accuracy.

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

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.

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 (including routine formatting of financial statements) and schedules.

Assist in budget preparation and monitoring.

Coordinate and assist in audit preparation, as directed.

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

Review bank deposits for completeness and accuracy.

Adhere to compliance standards and practices in conjunction with the Finance managers.

Work with other staff in problem solving.

Build and sustain cultural intelligence across all settings.

Provide back up for the Finance 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:

Bachelor's degree in Finance, Accounting or Business Administration with a concentration in Accounting.

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

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

- considerable knowledge of accounting principles and practices;
- 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 assist in the development of accounting procedures and forms;
- clear understanding of internal control practices; and
- ability to communicate tactfully, courteously, and effectively.
- ability to maintain a high level of accuracy and compliance.

2/27/2026

APPLICATION: Please email a resume or CV that demonstrates your accomplishments and qualifications to jobpostings@mea.org. In addition, please include an employment application, which can be found on the MEA website at www.mea.org.