



# White Cloud Public Schools

Building a Tradition of Excellence

www.whitecloud.net

## NOTICE OF VACANCY

### **POSITION: PAYROLL AND ATHLETIC OFFICE ASSISTANT**

**LOCATION:** Administrative Office

**POSTING DATE:** January 13, 2021

**DEADLINE:** Until Filled

#### **DISTRICT DESCRIPTION:**

White Cloud Public School's is a Class C school located in White Cloud, Michigan which is about an hour drive north of Grand Rapids, nestled in Northern rural Newaygo County. With much of the community alongside the banks of the White River and the Manistee National Forest, White Cloud is home of many rich scenic views and family activities. White Cloud Public Schools allows staff to grow through mentorships, professional development, and extracurricular activities. White Cloud Public Schools continues its commitment to building positive relationships through initiatives such as "Character Counts" and "White Cloud PRIDE".

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

#### **Payroll**

- Review, process and pay all authorized vendors. Ensure timely entry of data into automated system.
- Process accounts payable.
- Maintain files of paid and unpaid invoices and purchase orders.
- Assist with annual audit.
- Prepare, verify and distribute checks for various district funds.
- Respond to expenditure questions from district administrators.
- Prepare information in response to requests for payment histories.
- Respond to vendor inquiries regarding payment of invoice(s).
- Maintain W-9 file.
- Process regular and special payroll runs.
- Responsible for proper coding, account distribution, and taxes.
- Maintain district payroll files.
- Work with the Superintendent in processing all contracts, contract changes, and adjustments as approved by the Board of Education.
- Responsible for all payroll reports, state taxes, federal taxes, unemployment, and retirement.
- Responsible for the distribution of monies to annuity companies, health insurance, retirement, and any other payroll deductions.
- Responsible for Michigan Public School Employees Retirement System (MPSERS) new and terminated employee forms, monthly reports and quarterly reports.

#### **Athletic Office Assistant**

- Schedule Athletic Meetings or Meet the Team Nights, send notices to all persons, food service, building reservations as needed.
- Schedule with Coaches regarding Parent's Night, letter to athletes, and all necessary correspondence involved.
- Preparing all rosters and final typing of game schedules.

555 East Wilcox Avenue P.O. Box 1000 White Cloud, MI 49349

Phone: 231.689.1705 Fax: 231.689.3349

- Coordination of actual sports picture day and distribution of flyers to all coaches, time schedule for them to be taken.
- Verify physicals and notify coaches of any students who do not have a physical. Support the Athletic Director and coordinate spring physical day.
- Maintain yearly physical records.
- Work with Athletic Director to maintain MHSAA Master Eligibility lists.
- Maintain athletic book, which contains all athletes and their status (sport/coach/year/awards received, etc.) and be part of the process of digitalizing this information.
- Update of Master Eligibility, Rosters, Bi-Monthly teacher eligibility for drops and adds as they happen, fax and distribute as necessary.
- Cash box verification.
- Work with Business Manager to maintain all Athletic Accounts.
- Confirm and process officials, referees, or umpire pay through “Refpay”.
- Work with the Athletic Director for End of Season awards, Awards Nights and all things involved.
- Creation and sales of Golden Age Passes and Season Passes for adults and students.
- Answer phone calls for miscellaneous athletic reasons (cancellations, team information, refs, etc.).
- Other tasks as assigned by the Athletic Director.

### **QUALIFICATION REQUIREMENTS**

- Bookkeeping skills experience and knowledge beyond basic bookkeeping.
- Interpersonal skills-cooperative, courteous, flexible, good natured, and concerned with being helpful and making a good impression.
- Must be accurate, efficient, and capable of handling detailed work assignment.
- Ability to get along and communicate with staff, administrators, public and others.
- High degree of proficiency in office procedures, typing and machines.
- Must always maintain confidentiality.
- Knowledge and practical experience regarding basic computer skills, including Google Docs/Sheets, Microsoft Word and Excel Programs.
- Ability to work independently and make decisions in accordance with established policies and regulations.

**EDUCATION AND/OR EXPERIENCE:** High school graduate with three preferred years accounting/bookkeeping experience.

**SALARY:** \$33,000-\$38,000 dependent on experience.

**EXPECTED HOURS OF WORK:** Some flexibility in hours is allowed, but the employee is generally expected to work 5 days per week, 8 hours per day and available during the core work hours of 9:30 a.m. 3:30 p.m. Occasional evening and weekend work may be required as job duties demand. Regular on-site attendance is expected.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with vendors, staff and/or community members.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages

**OTHER SKILLS AND ABILITIES:** Ability to operate a personal computer, and related software. Must have experience in working with Excel spreadsheets, Google Docs/Sheets. Ability to develop effective working relationships with students, parents, staff and/or community members. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee is regularly required to sit and talk or hear and operate a computer. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as reports. Specific vision abilities required by this job include close vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**INTERESTED CANDIDATES:** Please forward via email or mail a letter of interest, resume, certifications, and references to the following address: Ed Canning, Superintendent, White Cloud Public Schools, 555 Wilcox Ave., P.O. Box 1000, White Cloud, MI 49349. [canninge@whitecloud.net](mailto:canninge@whitecloud.net)

Equal Opportunity Employer

NONDISCRIMINATION: In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of White Cloud School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be legally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, White Cloud School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Coordinator (CO). Any questions, suggestions or complaints should be directed to Ed Canning, White Cloud Public Schools, 555 Wilcox Ave., P.O. Box 1000, White Cloud, MI 49349.