



## WEST IRON COUNTY PUBLIC SCHOOLS

601 Garfield Avenue  
Iron River, Michigan 49935  
[www.westiron.org](http://www.westiron.org)



Kevin Schmutzler  
Superintendent

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### POSTING

**Posted:** January 3, 2022

**Posting Expiration:** January 24, 2022

**POSITION:** One full-time school Pupil Accounting & Accounts Payable office position that is non-instructional, non-union, and non-administrative. This position is a year round position.

**PURPOSE:** To provide Pupil Accounting & Accounts Payable services at West Iron County Schools. By working collaboratively with the Administrative office team, this position shall be responsible for conducting pupil accounting desk and field audits & accounts payable audits and enforcing any statute, rule, or interpretation as they pertain to pupil accounting and auditing.

### QUALIFICATIONS:

Recent and relevant work experience in a school setting; accounting or auditing preferred along with computer skills, data entry & maintenance, highly organized, meets deadlines, and effective communication skills. Experience in using PowerSchool, state reporting, and a problem solver.

### Job Duties include but are not limited to:

1. Accounts Payable Duties
2. PowerSchool Administration (Ex: Student Maintenance, Staff Accounts, Report Cards/Object Reports, SE/MS/HS Scheduling, and Year-long Maintenance, & MS/HS Matrix)
3. State Reporting (Ex: Days and Hours Configuration and Maintenance, GAD Reporting, School of Choice, MIAOP Staff Calendar, EEM, Direct Certifications, MISD & MSDS General Education and Early Childhood (Fall and Spring), Special Education, Grade 3 Retention Information, TSDL Collection, UIC's for students, FTE Resolution, & Civil Rights)
4. Academic Calendar

**PAY BENEFITS:** Competitive hourly rate to be based on education, training, and experience, with benefits that include a medical benefit plan with dental & vision, plus retirement.

**APPLICATION:** Please submit a copy of your cover letter, resume which includes at least 3 professional references contact information to:  
Kevin Schmutzler, Superintendent  
Email: [kschmutzler@westiron.org](mailto:kschmutzler@westiron.org)  
OR postal mail: 601 Garfield Ave., Iron River, MI 49935

<https://westiron.org/job-opportunities>

**District policy:** Nondiscrimination on the basis of race, color, religion, national origin, or ancestry, gender, age, disability, height, weight, or marital status in all activities and employment.