



Public Schools of Petoskey

NOTICE OF POSITION OPENING

ACCOUNTING SUPERVISOR			
Date Posted	July 15, 2024	Application Deadline	July 29, 2024
Primary Function	Maintains the daily financial records of the school system and prepares the necessary reports.		
Preferred Qualifications	<ul style="list-style-type: none"> ❖ Four (4) years degree in Accounting. ❖ Minimum of three (3) years of experience in public school business office. ❖ Able to communicate, work well with others, and contribute in a team environment. ❖ Able to work independently and make decisions in accordance with established policies, procedures, regulations, and supervisor guidance. ❖ Able to maintain confidentiality at all times. ❖ Such alternatives to the above qualifications as deemed appropriate. 		
Salary	\$70,603-76,603 Annually		
Start Date	ASAP		
Responsibilities	Please see attached job description		
Application Process	Please visit petoskeyschools.org/employment to apply online. Complete application & include a letter of interest, resume, references, transcripts & certificates.		
Notice of Non-discrimination			

The District will not discriminate against any person based on race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination. Any questions concerning discrimination should be directed to the Title IX Coordinator, Public Schools of Petoskey, 1130 Howard Street, Petoskey, MI 49770, or phone (231) 348-2100.