



525 12th Street
Manistee, MI 49660
231.723.3521

(Internal/External)
August 1, 2025

POSITION:

Accounts Payable Specialist

Full time (30-40 hours per week), year round position at MAPS Business Office

QUALIFICATIONS:

See Attached Job Description

JOB DESCRIPTION:

See Attached Job Description

PAY/BENEFITS:

Pay will commensurate with experience and education. Benefits include Michigan Public School Employee Retirement System, health insurance and paid time off.

EXPIRATION:

August 14, 2025 at 3pm

APPLICATION:

Letter of Interest, Resume', References

Submit electronically to:

Sara Schubert

Manistee Area Public Schools Board Office

sschubert@manistee.org

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.*



MANISTEE AREA PUBLIC SCHOOLS

Board of Education | Central Office

525 12th Street | Manistee, MI 49660

P: (231) 723-3521 | F: (231) 723-1507

www.manisteearea.org

JOB DESCRIPTION

DISTRICT: MANISTEE AREA PUBLIC SCHOOLS
POSITION: ACCOUNTS PAYABLE SPECIALIST
REPORTS TO: BUSINESS MANAGER

SUMMARY: Performs Accounts Payable and other accounting functions in collaboration with central office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform all aspects of accounts payable.
- Perform all aspects of purchase order procedures.
- Prepare deposits.
- Maintain bank records, including reconciliations, for Building Activity Accounts.
- Food Service data entry and application processing.
- Normal clerical duties such as answering the phone, filing and greeting guests.
- Cross-train with other Central Office staff.
- Preparation of internal reports and schedules.
- Assist with schedules/reports for year-end financial audit.
- All other duties as assigned by the Business Manager.

QUALIFICATION REQUIREMENTS AND PREFERENCES:

- High School Diploma required
- Associates Degree in accounting, business administration or finance is preferred
- A minimum of three years of experience in payroll and/or general accounting processes and procedures

ADDITIONAL DESIRED SKILLS :

- Working knowledge of Quickbooks and Google Workspace.
- Ability to work independently, with the capacity to recognize when to enlist assistance or research to resolve concerns.
- Ability to work accurately, organize, plan, and meet deadlines.
- Strong analytical and mathematical aptitude.
- Maintain confidentiality.
- Ability to work cooperatively with a team and demonstrate a history of dependability, professionalism, and excellent attendance.

District Policy: The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities. *The information contained in this job description is for compliance with the American with Disabilities (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*