

**DEXTER COMMUNITY SCHOOLS**  
**Job Description**

**Job Title:** Fiscal Services Intern (15-20 hours per week/12-month)  
**Department:** Business Office  
**Reports To:** Chief Financial Officer  
**Prepared Date:** July 6, 2010

**SUMMARY**

We have developed a unique opportunity for someone who is considering a career as a school business official or public finance official and would like to experience the nature of the profession. The expected duration of the experience is 3-5 years and will be a basis of insight and experience for the individual to discover his/her interests and provide a foundation for future opportunities in a school business office and/or public finance.

The Fiscal Services Intern will be responsible for all aspects of the school district's 200 Internal Activity Accounts. As a result, you will develop a broad understanding of the functions related to business office operations.

Internal Activity Accounts are created to direct and account for money used to support co-curricular activities. Co-curricular activities are any kind of school-related activity outside the classroom that adds value to the curriculum. Co-curricular activities involve a wide-range of student clubs, organizations, and organized interscholastic competition.

Because Internal Activity Account funds are collected and dispersed among multiple sites with multiple people, it is critical that we have orderly procedures and internal controls in dealing with these funds in order to safeguard the assets of the funds to ensure that the student activities will receive the benefits sought. The school district acts as the receiving and paying agent for all Internal Activity Accounts and is ultimately responsible for oversight and adherence to internal controls. The school district includes these transactions in the district's annual fiscal audit process and subsequently the school district financial statement.

**ESSENTIAL RESPONSIBILITIES**

- Maintain and train procedural and systems matters related to receipts and expenditures of Internal Activity Accounts.
- Exercise discretion and independent judgment with respect to receipts and expenditures of Internal Activity Accounts.
- Understand and apply fund accounting principles.
- Uphold Board Policies, auditor expectations, and State regulations appropriate to specific duties.
- Be/become proficient with various software applications such as SchoolsOpen financial accounting software (FAS), MicroSoft Excel spreadsheet software,

Microsoft Word document processing software, Microsoft PowerPoint presentation software, SchoolsOpen human resources software (HRS), Saavy web software, email software, GoogleDocs, and as others develop. You will also work with various vendor websites for purchasing cards and purchasing supplies.

- Work directly with appropriate contacts and resources within the department, within the district, with outside vendors, and with outside resources.
- Be able to handle confidential information both professionally and personally.
- Embrace existing and new technologies (i.e. accounting software, payroll software, email, spreadsheet, presentation software, word processing, and web applications related to all business operations) to become both effective and efficient with the specific duties of your position.

## **SPECIFIC DUTIES**

### **Internal Activity Accounts**

- Organize Internal Activity Account contacts' information
- Monitor purchases for compliance with procedures, Board Policy, auditor expectations, and State regulations. Process checks for payments.
- Monitor receipts for compliance with procedures, Board Policy, auditor expectations, and State regulations. Process receipts.
- Work collaboratively with Internal Activity Account sponsors and support contacts.
- Develop and maintain the Internal Activity Account section for the Business Office website.
- Set up new vendors: W-9 taxpayer identification certifications, credit applications, tax exemption certificates, FAS system maintenance.
- Write and document journal entries.

### **Other**

- Special projects for Business Office.
- Backup for other positions in the Business Office.
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

None

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential responsibility and specific duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong mathematical and financial aptitude
- Acutely attentive to details
- Strongly self motivated
- High-level people skills
- Demonstrated planning and organizational skills

- Computer skills that include experience creating, saving, and managing files, and developing complex spreadsheet applications
- Ability to understand systems with the goals of determining how effectiveness and efficiency can be realized and maintained
- Experience in developing communications for educating and providing feedback to constituents

### **EDUCATION and/or EXPERIENCE**

Actively enrolled in a program to attain a Bachelor's or Master's Degree in 3-5 years.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

You will receive training through the Michigan School Business Officials (MSBO) that will lead to an appropriate professional certification.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

To perform this job successfully, the individual must be able to meet the physical demands associated with each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### **TERMS**

This is a 12-month position.

Pay \$13.25 per hour.

Applicant testing, reference check, and credit history check will be conducted.

A criminal history check conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI) must be completed prior to beginning work with the district. The cost for fingerprinting and processing is the responsibility of the employee.

### **APPLICATION PROCEDURE**

Please submit a letter of interest, resume, and copy of your transcript to:

Dexter Community Schools  
Attn: Sharon Raschke, Chief Financial Officer  
7714 Ann Arbor Street  
Dexter, MI 48130

OR email [raschkes@dexterschools.org](mailto:raschkes@dexterschools.org) (pdf all pages)

OR fax (734)424-4111

If you have questions about the position, please contact Sharon Raschke at (734)424-4100 x1015 or email [raschkes@dexterschools.org](mailto:raschkes@dexterschools.org)