



2426 PARKWAY DRIVE
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POSITION AVAILABLE

JOB TITLE:	<u>FINANCE SUPERVISOR</u>
PROGRAM/LOCATION:	ACCOUNTING / ISABELLA COUNTY
DATE AVAILABLE:	IMMEDIATE
REPORTS TO:	SHARON MCINNIS, DIRECTOR OF FINANCE AND HUMAN RESOURCES
SCHEDULE/HOURS:	FULL TIME SALARIED
STARTING SALARY:	\$32,000 - \$38,000/ANNUALLY
APPLY TO:	LEUNA BECK, HUMAN RESOURCE SPECIALIST

GENERAL DESCRIPTION: The Finance Supervisor performs generalist accounting activities; supervises financial functions including payroll, accounts payable, purchasing, fixed assets, and revenue recognition; and serves as network system administrator. Specific accounting duties include general ledger maintenance, financial statements, bank and other account reconciliations, report generation, budgeting, and back-up for all other accounting functions. The position ensures adherence to purchasing policies including federal grant requirements. The Finance Supervisor supervises Accounting Staff and the Office Associates in the Isabella County office and reports to the Director of Finance and Human Resources.

MINIMUM QUALIFICATIONS: Bachelor's degree in accounting or business. Three to five years work experience including one year of supervisory experience. Working knowledge of manual and automated accounting systems required. Ability to communicate effectively with staff and funding sources. Superior numeric and organizational skills and proficiency with computerized spreadsheets required.

PREFERRED QUALIFICATIONS: Experience in performing financial analyses. Experience in network administration and systems management. Experience in federal grant administration and reporting. Experience in a non profit or an organization serving people with disabilities. Experience with special minimum wages, credit management, inventory control, and purchasing systems.

MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES.

Posting Date: AUGUST 24, 2011