



MHSAA SEEKS CANDIDATES FOR ACCOUNTING MANAGER

EAST LANSING, MI- MAY 4, 2021...The July 2021 retirement of Peggy Montpas creates an opening for the Accounting Manager position at the MHSAA's East Lansing headquarters. The MHSAA is now seeking outstanding candidates for this fulltime employment position. The Accounting Manager coordinates many of the business operation activities of the association which includes financial reporting, billing, payroll, tournament financial reports, budget planning and tax preparation.

Duties/Responsibilities:

- Establishes internal controls and guidelines for accounting transactions and budget preparation.
- Oversees preparation of business activity reports, tournament financial reports, and annual budgets.
- Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards.
- Responsible for tax planning throughout the fiscal year; files annual tax return.
- Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
- Presents recommendations to management on short- and long-term financial objectives and policies.
- Ensures compliance with local, state, and federal government requirements.
- Performs other related duties as necessary or assigned.

Required Skills/Abilities:

- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficient in Microsoft Dynamics GP (preferred).

Education and Experience:

- Bachelor's degree in Accounting or Business Administration required.
- Certified Public Accountant designation preferred.

The MHSAA will provide a competitive salary and full benefits package (e.g. health, dental, vision, 401K) based on the selected candidate's experience, background and skills set.

Those persons who wish to be considered for this position should, by 4:00 pm on **Friday, May 14**, email a one-page cover letter, resume and list of four references to jobposting@mhsaa.com. The starting date for this new hire will be at a mutually agreeable date in June or July, 2021.