



## Kalamazoo County Area Schools Employment Consortium

### Employment Application

Openings as of 11/17/2015

#### ***Bookkeeper***

JobID: 3141

**Position Type:**

Secretarial/Clerical/Bookkeeper

**Closing Date:**

12/01/2015

**Date Posted:**

11/17/2015

**Location:**

KRESA/Service Center

**Division:**

Business Office

**Position Type:**

Full-time, 12-Month

**Hours:**

7:30-4:30

**Responsibilities:**

Perform payroll activities and assist the Payroll Specialist. Perform accounts payable and accounts receivable activities. Scan and manage documents utilizing an electronic document management system. Support the business office with other bookkeeping duties as assigned.

**Qualifications:**

Three years related experience and/or training; or equivalent combination of education and experience. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

**Preferred Skills:**

Associates degree. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

**Apply online at [www.kresa.org/jobs](http://www.kresa.org/jobs)**

**Kalamazoo RESA is an Equal Opportunity Employer/Program****Auxiliary aids and services are available upon request to individuals.**

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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