

May 15, 2018

JOB OPENING:

Business Manager, Part-time. Two days per week (shared between two Districts)

QUALIFICATIONS:

EDUCATION:

- Bachelor's Degree in Finance, Accounting or Business Administration. Master's degree is preferred. CPA preferred.
- MSBO Certification preferred or ability to obtain within 3 years.
- Accounting test preferred.

EXPERIENCE:

- Minimum three years successful experience in business office functions of a K-12 school district.
- Work experience as a K-12 public school Business Manager preferred.
- Demonstrated ability to prepare complex financial reports, work with auditors, solve complex problems and work in a variety of school business office situations required.

SKILLS/OTHER:

- Ability to review, understand and interpret school law, federal and state guidelines, audit reports and Michigan Department of Education reporting requirements.
- Effective written and oral communication skills, including a demonstrated ability to make presentations to groups.
- Ability to represent the district in a professional manner.
- Ability to use district technology, and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district.
- Ability to work with people and utilize conflict resolution and problem solving skills.
- Possess organizational and management skills and capable of working with and motivating others.
- Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.
- Ability to read, analyze and interpret general educational periodicals, professional journals, technical procedures, or governmental regulations.

ESSENTIAL DUTIES:

- Responsible for budget development, administration, and long range financial planning.
- Manage internal controls and proper chart of accounting.
- Oversee annual audit and financial statements.
- Oversee cash flow, monthly reconciliation, payroll, and accounts payable.
- Prepare documents for school millage elections, bond payments, and tax collections with legal team.
- Participate in negotiations and implementation of union agreements.

- Provide finance and budget reports monthly to Superintendent, Board of Education, and Administrators.
- Oversee MEGS+ grant system, grant budgeting and input.
- Complete all financial State and Federal Program reporting including Cash Management System (CMS), Center for Educational Performance and Information (CEPI), and other applicable reporting.
- All other duties as assigned.

AFFILIATION: None

STARTING DATE:

On or about July 1, 2018

REPORTS TO:

Superintendent

SALARY:

Annual salary to be determined by qualifications and experience.

APPLICATION DEADLINE:

Until filled.

HOW TO RESPOND:

Submit Letter of application, resume, and references to:

Kathleen Xenakis-Makowski, Superintendent
Johannesburg-Lewiston Area Schools
10854 M32
Johannesburg, MI 49751

CRIMINAL HISTORY CHECK: Upon hire, employees of Johannesburg-Lewiston Area Schools are fingerprinted for a Michigan and FBI criminal history check. The processing fee is the responsibility of the applicant.

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