



# CASSOPOLIS PUBLIC SCHOOLS

Cassopolis Public Schools  
Administration Office  
725 Center Street  
Cassopolis, MI 49031  
Phone: 269-445-0500  
Fax: 269-445-0505  
[www.cassopolis.k12.mi.us](http://www.cassopolis.k12.mi.us)

**Superintendent**  
Dr. Angela Piazza  
269-445-0503

**Sam Adams Elementary School**  
114 S. Depot Street  
Cassopolis, MI 49031  
Phone: 269-445-0517  
Fax: 269-445-0521

**Principal**  
DeeAnn Melville-Voss  
Phone: 269-445-0515

**Assistant Principal**  
Debra Stermer  
Phone: 269-445-0530

**Ross Beatty Jr./Sr. High School**  
22721 Diamond Cove Street  
Cassopolis, MI 49031  
Phone: 269-228-5833  
Fax: 269-445-3112

**Principal**  
David VanLue  
Phone: 269-445-0506

**Dean of Students/Athletic Director**  
Matthew Brawley  
Phone: 269-445-0543

**Adult/Alternative Education**  
725 Center Street  
Cassopolis, MI 49031  
Phone: 269-445-0536  
Fax: 269-445-2100

**Director**  
Jeff Wernette

**Special Education Director**  
Sara Park  
Phone: 269-445-0503  
Fax: 269-445-0505

November 13, 2017

## POSITION OPENING

**Title:** Business Manager  
**Reports To:** Superintendent of Schools  
**Employment Status:** Full Time  
**FLSA Status:** Exempt

### **GENERAL JOB DESCRIPTION:**

The Business Manager is responsible for the management and accounting functions of the District's financial and physical resources for the purpose of maximizing the successful execution of the long-term educational program. The Director is responsible for development of annual and long-range budgets; current and long-term planning, accounting, and timely reporting of all financial matters. Significant areas of responsibility include accounting, payroll and benefits, purchasing, insurance, internal audit, and investment of funds.

### **QUALIFICATIONS:**

1. Bachelor's Degree with educational background in Business Administration, Finance and/or accounting (Master's Degree preferred).
2. Minimum of five years' successful work experience in school business administration or related field and supervisory capacity.
3. Thorough understanding of fund accounting.
4. Comprehensive knowledge and technical skills as related to areas of responsibility.
5. A working knowledge of General Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB 34).
6. Proven knowledge of Michigan school finance including requirements of budget planning and administration, fiscal administration of State and Federal grants, and F.I.D.
7. Extensive knowledge of Michigan laws, rules and regulations governing school finance.
8. Demonstrated ability to meet tight deadlines, juggling conflicting timelines and priorities. Must be able to work independently and have strong work ethic.
9. Extensive computer background and experience.
10. Good health, high moral character and good attendance record.
11. Demonstrated excellence in inter-personal communication skills and staff motivation. Polite, courteous and tactful with the public.

### **SKILLS, KNOWLEDGE AND ABILITIES:**

1. Management skills: Needs to have the ability to get people coordinated, motivated, to obtain desired result.
2. Excellent communication and writing skills.
3. Leadership skills: Must have the ability to lead individuals and team of staff in various departments.
4. Decision making skills: Must be able to think through issues and come up with the best decision.
5. Planning skills: Should possess the ability to effectively manage budgets.
6. Good organization skills: Must be able to manage a group of people.
7. Time-management skills: Should be able to manage time effectively to accomplish a number of tasks and meet his/her daily target.
8. Ability to work under pressure and remain calm; and to meet strict deadlines.
9. Ability to maintain strict confidentiality towards work.
10. Ability to pay attention to detail and display a zero-error mindset.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises the financial affairs of the district, including the handling of all funds, accounting and reporting procedures and long-range planning.
2. Assumes responsibility for supervision of Business Office personnel.
3. Ability to maintain effective district-community relations and the ability to interpret the financial realities of the district to the community.
4. Consults regularly with the Superintendent and other appropriate district personnel on questions relating to the district's business and financial concerns.
5. Provides necessary financial data in a timely manner and when requested by the Superintendent.
6. Ability to plan and monitor an accounting control system.
7. Develops fiscal year estimates of revenue and expenses for operating the school system as recommended by the Superintendent for the Board approval.
8. Ability to prepare revenue and expense data for the negotiation process.
9. Monthly journal entries and adjusting entries to reallocate or reclassify costs as necessary, monthly bank reconciliation of assets, liabilities, revenue and expenditures with the general ledger accounts.
10. Monitors all vouchers authorizing the expenditures of monies and ensure all district payments are made in a timely manner.
11. Prepare and analyze monthly financial statements in a form acceptable to the Board, Superintendent, and State Department of Education.
12. Ability to provide accounting services essential to the preparation, administration, supervision, and control of the budget.
13. Supervises accounts receivable, accounts payable, and payroll processes and procedures.
14. Arranges for audits of all accounts and records annually by an independent, certified public accountant selected by the Board.
15. Prepares year-end pre-audit journal entries for all funds.
16. Responsible for cash flow monitoring, cash management and investment of funds.
17. Direct all transactions involving the district tax levies.
18. Responsible for annual state aid borrowing.
19. Supervises and maintains all district insurance programs (risk management).
20. Manages purchasing and bid procedures.
21. Performs such other tasks and responsibilities as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Full Time with Benefits / 12 months per year

**SALARY:** Commensurate with education and experience.

**EVALUATION:** Annually, by the Superintendent of Schools

Application procedure - Apply in writing to: Angela Piazza, Ed.D, Superintendent,  
Cassopolis Public Schools, 725 Center Street, Cassopolis, MI 49031  
Or [cmartynowicz@cassopolis.org](mailto:cmartynowicz@cassopolis.org)

(Posted 11/13/17 – Until Filled)

*It is the policy of Cassopolis Public Schools that no person shall on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities*