



cc: EA President  
Char-Em ISD Website  
Bulletin Boards –  
Char-Em ISD, Taylor  
School, Boyne ISD

## POSITION POSTING

**POSITION:** Business Manager

**QUALIFICATIONS:**

- Bachelor's degree required. Master's Degree preferred.
- CPA or MSBO CFO Certification preferred.
- Minimum 3 – 5 years' experience in fund accounting or school/government audits
- Supervisory experience.

**JOB FUNCTIONS:**

- Work with multiple local school district administration
- Prepares and maintains financial statements, budgets, and reports.
- Prepares detailed payroll budgeting schedules to assist management in budgeting goals and staffing needs
- Assists in developing cost formula allowances and recommending cost effective policies
- Monitors Local, State and Federal grants to ensure funds are being spent within the guidelines of the grant contract.
- Ensure transactions are properly recorded and entered into accounting system
- Assists in coordinating an annual independent audit of financial operations, procedures and policies.
- Assists personnel in grant application process with budget and payroll data
- Ensures general ledger is maintained accurately for final reporting purposes.
- Develop and maintain long and short range goals for finance and payroll department
- Assists in preparation for the annual financial audit
- Reviews procedures and prepares internal audit reports in compliance with State and local policy.

**OTHER KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of / experience with computerized accounting programs.
- Advanced knowledge of the Microsoft Office Suite
- Knowledge of governmental accounting requirements and payroll laws.
- Experience in preparing and maintain accounting spreadsheets and utilizing accounting software packages.
- Ability to review and interpret financial data.
- Ability to prepare financial statements and financial reports.
- Strong accounting, payroll, and bookkeeping skills.
- Ability to consistently and reliably perform all duties of the position.

**REPORTS TO:** Chief Financial Officer

**APPLICATION DEADLINE:** Until Filled

**CONTRACT LENGTH:** 260 days, year-round. 8 hour days.

**COMPENSATION:** \$57,424 - \$68,680 annually commensurate with degree and/or experience, plus full benefits.

**BEGINNING DATE OF EMPLOYMENT:** As soon as possible

**DIRECT INQUIRIES TO:** [www.charemysd.org/aboutus/jobs](http://www.charemysd.org/aboutus/jobs)  
Charlevoix-Emmet Intermediate School District  
08568 Mercer Boulevard  
Charlevoix, MI 49720  
231.547.9947

**DATE POSTED:** October 10, 2017

The Charlevoix-Emmet Intermediate School District is an equal opportunity employer. It does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling condition in employment. No person shall be denied employment solely because of any disability which is unrelated to the individual's ability to do the essential functions and duties of the job or without accommodation. Under state law, a person with a disability condition may not allege a failure to accommodate a disabling condition unless the employer knew or reasonably should have known that an accommodation was needed.