



JOB POSTING

Posting Date: 7/9/2018

POSITION: BUSINESS MANAGER

POSITION TYPE: Full-time, 12-month

REPORTS TO: Superintendent

Qualifications:

- Bachelor's degree in Business Administration, Accounting or Finance with a minimum of five (5) years of related professional experience in a financial management position.
- Ability to maintain financial records and fiscal accountability.
- Ability to communicate effectively with the Board of Education, staff and community in all written and oral communications.
- Ability to maintain confidentiality at all times.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsibilities:

- Supervises all accounting and payroll operations to ensure accurate coding and allocation of fringe benefits.
- Manages the district's insurance programs for both employees and property.
- Directs purchasing and insurance procedures.
- Conducts cost analysis; financial, salary and wage, and initiates fringe benefits surveys.
- Prepares cash flow, handles investments and banking functions.
- Manages the district's investment of idle funds.
- Processes cash requests/invoicing for grants.
- Maintains proper general ledger entries.
- Prepares financial reports for various agencies.
- Works closely and cooperatively with independent auditors. Notifies the Auditor of the State of the independent auditors contracted and supplies copies of the audit to the State Auditor and Department of Education, and have the audit report available for the public.
- Prepares and coordinates budget preparation for all funds and grants.
- Monitors policies and procedures for internal control.
- Reconciles tax collections and prepares tax collection reports.
- Generates monthly bank reconciliations, and monthly, quarterly and annual reports as needed.

- Presents significant financial information to administrators, the Board of Education and the community at large.
- Maintains a system of procuring outside services, supplies, repairs and outlays, and authorizes the purchase of supplies and equipment.
- Makes recommendations regarding borrowing operating funds and prepares the necessary forms to secure approval of the loan.
- Provides input during contract negotiations.
- Available to undertake any other assigned tasks from the Superintendent or Board of Education.

Preferred Skills: Master's Degree or CPA preferred; MSBO Certification (CFO) preferred.

Employment Date, Salary and Fringe Benefits: Employment date is as soon as possible. This is a 52-week position. 7:30 – 4:30 with some evening meetings required. Salary commensurate with experience. Paid full family health, dental, vision, life and long-term disability insurance, sick and personal business days.

Applications Accepted Until Filled

Letters of application should be sent to:

Superintendent Jeffery S. Haase
Otsego Public Schools
400 Sherwood Street
Otsego MI 49078

(If e-mailing your response, please submit to lcurrie@otsegops.org)

Statement of Assurance:

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.