

Sandusky Community Schools

Job Posting

Administrative Position Business Manger

Department: Central Office
Reports to: Superintendent
Employment: 52 Weeks/260 Days
Salary: \$48,000 - \$58,000
Benefits: Health, Dental, Vision, Life, LTD
13 sick day per year, 10 days (non accumulative) vacation days
Start Date: ASAP

Summary: Provides a high level of financial management and control. Directs and supervises the planning and management of the district's business and financial services. Directly supervises some or all finance/purchasing, facility maintenance, food service, transportation and facilities planning. Provides leadership in the planning, managing and coordinating of support system to achieve the educational requirements of the district.

Education: This position requires knowledge normally acquired through a Bachelor's Degree with concentration in business, financial management, accounting, or a related field. MSBO certification preferred.

Experience: Three to five years of supervisory experience or an equivalent combination of education and experience.

Job Qualifications: A degree in Accounting, Finance or related field preferred, Financial Manager, and/or Michigan School of Business Officials (MSBO), Certification is preferred. Experience in K-12 schools. Demonstrate knowledge of educational environment. Demonstrate superior human relations skills. Display excellent written, oral communication skills including presentations. Demonstrate skills in computer applications needed to carry out job functions.

Essential Tasks: Provide oversight of all district accounting functions including accounts payable, accounts receivable, payroll, grant and funded projects, cash flow, and general accounting operations.
Provide oversight of Financial Services including but not limited to collection of revenues, administration of bond issuances, and financial support services as necessary for all District Services and functions.
Provide support as requested by Superintendent to the Collective Bargaining Process. Administer any contract with any third party providers of Food Services, and other services: monitor and evaluate performance of it and make recommendations regarding contract renewals modifications and /or termination.

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Job Posting

Provide oversight of all district treasury management functions.
Provide oversight of all district budget development and management processes.
Provide oversight of all district annual audits.
Implement board policy and procedure relevant to the operations of the school district.
Ensure compliance with relevant state and federal laws. Ensure all applicable local, state and federal laws.
Ensure all applicable local, state and federal reporting requirements are met.
Provide oversight of all applicable local, state, and federal financial reports in accordance with applicable requirements, including but not limited to Form SE-4096, SE-4094, MAER, and FID.
Provide oversight of budget and programs requests. Help develop ongoing best practice solutions.
Provide staff with support, resources, information, and training as needed to carry out the priorities of the organization and department.
Prepare, analyze, and provide information for administrative decision-making.
Ensure the establishment and maintenance of appropriate internal controls and system processes.
Maintain up to date knowledge of current research, methodology, applicable best practices and relevant professional pronouncements.
Supervise and evaluate performance of staff assigned to Business Officer.

Physical Demands: Must be able to perform the physical demands of this position, which includes sitting, standing, talking, seeing, and hearing. Occasionally it will be expected to repeat the same hand, arm, or finger motions many times.

Please forward letter of interest, resume, transcripts, and professional references to the following address:

Attention: Paul Flynn
Sandusky Community Schools
191 E. Pine Tree Lane
Sandusky, MI 48471
(810) 648-3400
Or Email: pflynn@sandusky.k12.mi.us

Deadline for applying – Until Filled

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