

## JOB POSTING

### Mayville Community Schools

6250 Fulton Street

Mayville, MI 48744

**POSITION:** Business Manager

**SUPERVISOR:** Superintendent

Interested and qualified candidates must apply by electronically sending qualifications and letter of interest to Barry Markwart, Superintendent [barry.markwart@mayvilleschools.org](mailto:barry.markwart@mayvilleschools.org)

#### **JOB SUMMARY:**

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 Business Manager 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, insurances, preparation of annual financial reports, and cash management.

#### **Qualifications and Requirements:**

- Bachelor's Degree in Business, Finance, and/or Accounting, or minimum of five year's successful work experience in school business administration or related field and supervisory capacity, preferred.
- MSBO certification or eligibility for Chief Financial Officer or Business Office Manager.
- Understanding of fund accounting.
- Experience with millage and bond issues
- Comprehensive knowledge and technical skills as related to areas of responsibility.
- Knowledge of laws, rules and regulation governing Michigan school finance.
- Experience and proficiency with various software systems including but not limited to Skyward Finance, Windows, MEGS+, NexSys, etc.
- In-depth knowledge and experience in school management, including budgeting, school accounting, financial reporting and payroll.
- Experience with fiscal administration of Federal and State grants.

#### **Essential Duties & Responsibilities:**

- Leads school district financial activity ensuring compliance, best practice and transparency
- Responsible for the District's financial affairs including budgeting, purchasing, accounting, payroll, accounts payable, and employee benefits.
- Prepares long-range financial plans for the District including the preparation and implementation of the annual school budget and budget revisions.
- Develops and maintains adequate internal control systems over the financial assets and financial record keeping activities of the district.
- Prepares and monitors Federal and State Grants
- Responsible for all monthly, quarterly and annual Federal and State financial reporting
- Prepares bank reconciliations monthly
- Prepares/maintains accurate records.
- Supervises accounts payable, processes and procedures.

- Supervise all banking activities for the District as authorized by the Board
- Arranges for the audit of all accounts and records annually by an independent, certified public accountant
- Maintains confidentiality of privileged information.
- Consults with the Superintendent and other personnel on matters relating to the school district's business and financial affairs.
- Assists in the negotiations of union contracts for certified and non-certified personnel.
- Responsible for cash flow monitoring, cash management and investment of funds
- Responsible for annual state aid borrowing, when necessary
- Supervises and maintains all district insurance programs
- Manages purchasing and bid procedures
- Responsible for the District's bi-weekly payroll preparation and dissemination
- Responsible for processing and filing W2's and 1099's
- Responsible for hiring processes and maintaining personnel files
- Responsible for all employee benefits
- Responsible for filing reports on a timely basis for all State/Federal programs including but not limited to Special Education Expenses, Transportation, Food Service, Consolidated Application, FID, Excess Cost, Federal and State Grants.
- Perform other duties as assigned

### **Knowledge, Skills & Abilities**

- Ability to exercise tact and discretion in relationships with district personnel, vendors and the general public
- Ability to problem solve, prioritize work, meet deadlines and demonstrate organizational skills
- Ability to work accurately and quickly under extremely tight operational deadlines
- Ability to work independently
- Willingness to keep abreast of changing technologies and to assume new responsibilities required by the introduction of new services and equipment
- Ability to maintain regular attendance
- Ability to develop and maintain record keeping systems and procedures
- Act as adviser to the Superintendent on all issues relating to business and financial affairs of the district.
- Assist in the preparation and collective bargaining of labor agreements
- Assist program coordinators with grant proposals and budget preparation as needed
- Review grant proposals prior to submission for accuracy
- Administer Board policies related to finance, purchasing, data processing, and food service operations
- Maintain an up-to-date inventory record of school property owned and/or used by the district
- Make financial reports to the state, the intermediate school district, and other agencies as required and/or requested
- Prepare budget and chart of accounts for approved grants
- Meet with grant program coordinators to review grant guidelines, timelines, procedures, regulations, budgets and chart of accounts
- Submit financial and other reports as required in a timely manner
- Request funds for all grants on a timely basis
- Review petty cash, purchase orders, purchase order checks, mileage, and employee business expense reimbursements for accuracy and proper documentation and assign appropriate account numbers for charging
- Enter purchase order and County Bid requests as needed
- Update purchase order check requests
- Update employee payroll distribution account numbers to insure proper charging of wages
- Monitor general fund and grant budgets to insure appropriate and timely spending of funds
- Compute and monitor required in-kind/local expenditures

- Assist in the preparation of the budget including amendments
- Keep files of required information for each grant
- Schedule and arrange for program staff attendance at conferences and workshops
- Coordinate summer work assignments and pay schedules
- Prepare for and facilitate the required annual audit of the District's fiscal year activity
- Responsible for all payroll activity and reporting
- Correspond with State/Federal consultants as needed
- Participate as appropriate in performance reviews and program audits
- Prepare an annual calendar of due dates for all grants
- Ensure compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines, etc.
- Maintain contact with applicable agencies/organizations for guidance in the solution of compliance problems
- Such other alternatives to the above qualifications as may be determined by the Superintendent
- Responsible for filing reports on a timely basis for all State/Federal programs including but not limited to Special Education Expenses, Transportation, Food Service, Consolidated Application, FID, Excess Cost, Federal and State Grants
- Perform other duties as assigned

### **Terms of Employment**

Salary and fringe benefits, 236 days with paid Holidays (\$65,000 – \$75,000).

### **Deadline for applying**

Monday, April 24, 2023