**Business Services Coordinator**

Position Goal(s)/Summary: To assist in the administration of the districts business affairs by accurate and timely completion of required duties and responsibilities. Provide leadership, support and direction in all aspects of the business office including budgeting, accounting, cash management, financial reporting, policies and procedures and other such services to the district and those served by the district

Supervision:

Reports to:

Director of Business Services

Supervises: N/A

Key Responsibilities:

Evidence of Performance:

* Prepare and monitor budgets for various funds, grants, programs, etc.
* Budget variance is acceptable
* Budget Act compliance is assured
* Direct and supervise monthly, calendar year and fiscal year close
* Monthly close completed timely
* Audit substantially completed by August 15
* W-2 forms and other year end reports submitted/field timely
* Direct human resource function of the district
* Personnel files kept up to date
* Strict adherence to laws, regulations and policies related to human resource

General Responsibilities:

* Serve as an advisor to the Director of Business Services and other district personnel on all aspects of budgeting, auditing, financial planning, and human resources
* Provide leadership and expertise in assessing, identifying, formulating, implementing and maintaining sound business practices
* Plan, organize, direct, monitor and evaluate the district’s business services
* Coordinate and direct the finances, budgeting and auditing of all funds of the district
* Establish and maintain budgetary and accounting system for Federal and State programs
* Assist with investment of district funds in accordance with Board policy
* Monitor distribution of fringe benefit expenditures to appropriate accounts, review 941, state withholding, W-2, and retirement remittance
* Provide necessary information in finance and human resource for collective bargaining
* Maintain current knowledge of all applicable laws and regulations
* Assume responsibility, either direct or indirect, for completing and submitting all required financial reports
* Study current and develop new systems and procedures to enhance work flow
* Experience in accounting concepts, practices and procedures
* Flexibility and multi-tasking essential
* Problem solve a wide range of challenges encountered in the delivery of Business Office Services
* Be well organized and work effectively with specific timelines
* Demonstrate effective interpersonal and teamwork skills
* Assist in the development of long range planning
* Present a positive image of the ISD
* Maintain a high level of professionalism and commitment to the mission and vision of the ISD
* Keep up to date professionally
* Other duties as may be assigned

Educational Requirements:

High School Diploma or GED

Vocational School or some college classes

Associate’s Degree or equivalent

Industrial or Military Certification in related field

Bachelor’s Degree

Master’s Degree

Other –

Minimal Qualifications:

Upon date of hire:

1. Must have practical experience in school finance
2. Must have demonstrated skills with accounting practices, relevant technology, organizational and presentation skills
3. Must have demonstrated skills and knowledge of human relations
4. Must have demonstrated math, written and verbal communication skills

Within 90 days of hire:

1. Complete Bloodborne pathogens course

Additional Requirements:

* Valid MI State Driver’s License or State ID
* Must have own transportation to and from assignments
* Ability to Pass Criminal History Check