



LAKEVIEW PUBLIC SCHOOLS

27575 Harper Avenue, St. Clair Shores, Michigan 48081
586-445-4000 Ext. 2503 | www.lakeviewpublicschools.org



NOTICE OF VACANCY

The following Exempt position is available for the 2025-2026 School Year:

SUPERVISOR OF BUSINESS – EXEMPT EMPLOYEE ***(12 Month Position)***

Certification Requirements & Qualifications:

- Minimum of a Bachelor's Degree with a significant background in Accounting (Master's Preferred)
- Five years of related experience required; experience in a Michigan Public School Business Office (preferred)
- Familiarity with the Michigan Public School Accounting Manual
- Computer proficiency, particularly in AS400 and Microsoft Office products (Excel, Power Point, Word, etc.)
- Experience with general governmental fund accounting rules and regulations including, but not limited to, financial reporting, recording transactions and maintaining general ledgers.
- Knowledge with ORS and state and local requirements for public schools
- Proficient with applications such as Eleyo, Revtrak, BenefitFirst, Kronos or other related online business, web-based applications or other related online business, web-based applications
- Knowledge of network infrastructure and maintenance (preferred)
- Demonstrated success collaborating with all staff classifications in the performance of duties
- Such alternatives to the above qualifications that administration may find appropriate and acceptable
- Ability to successfully pass a background check

Required Skills:

- Ability to work cooperatively with colleagues and clients
- Effective communication skills, both orally and in writing
- Good organizational and problem solving skills
- Self-directedness and initiative when given a variety of tasks and responsibilities.
- Enthusiastic and takes initiative
- High degree of efficiency and accuracy

Responsibilities:

****Include but are not limited to the following***

- Perform accounting duties for the efficient operation of payables, receivables, cash receipts, payroll and other business office functions
- Provide for the accounting of district funds in accordance with state and federal requirements, generally accepted accounting principles, and district policies
- Provide assistance for implementation of proper internal control and accounting procedures
- Assist in budget development and monitoring
- Assist in bidding and purchasing process
- ORS reporting in collaboration with payroll.
- Perform employee benefit functions, monitoring and reconciliation
- Perform accounting and financial reporting (local, state, federal)



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- Assist Director of Business Services with facilitating audit and preparation of financial statements and reports for local, intermediate, state and federal
- Assist with access and in solving problems related to AS400 and other software applications
- Assist with preparation of reports related to the food service program
- Assist with cash flow planning, investments, bank reconciliations and the preparation of state aid note
- Oversee/process payroll, time and attendance, necessary payroll reporting and submit payments to various governmental agencies
- Prepare necessary monthly and year end accruals and reporting to various governmental entities
- General ledger maintenance according to 1022 accounting manual
- Assist with accounting for bond reporting and transactions
- Generate quarterly Financial Statements
- Facilitate training for various staff members
- Provide administrative and supervisory support for the Latchkey programs
- Initiative to evaluate business functions and implement new processes or programs
- Assist in daily problem solving and the creation of a positive, service oriented office
- Other duties as assigned

Compensation:

- Salary in accordance with the Lakeview Administrative Salary Scale for Managers/Supervisors (Non-Instructional) (\$85,000-\$117,000)
- Healthcare Benefit Package
- Leave Days
- Other fringe benefits outlined within the collective bargaining agreement

DEADLINE FOR APPLICATION: 3:00 PM – FRIDAY, MARCH 13, 2026 (or until filled)

ACCEPTING ONLINE APPLICATIONS ONLY

Please submit your online application at www.lakeviewpublicschools.org, and include a letter of interest, resume, transcripts, teaching certificate, and references.

Tracy L. Van Peeren, Deputy Superintendent

Lakeview Public Schools

Nondiscrimination and Access to Equal Education Opportunity

It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender marital status, sexual orientation, disability, height, weight, and/or other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in its programs and/or activities. Any person believing they have been discriminated against may bring a complaint to the local civil rights coordinator: Deputy Superintendent, 20 Little Mack, St. Clair Shores, MI 48081, 586-445-4000 x2503.