

Job Posting
Business Manager

Date: January 27, 2026

Title: Business Manager

Reports to: Superintendent

Salary: \$55,000 - \$65,000 (based on experience)

Terms of Employment: Twelve months (260 days)

Benefits: Full Family Medical/or \$4,500 Cash in Lieu, Dental, Vision, LTD and Life

Posting Deadline: February 6th, 2026 or until filled

Start Date: ASAP

Qualifications

- Bachelor's degree in education, business management, or accounting preferred
- Satisfactory experience in school finances
- MSBO Certification (or ability to become certified)

General Summary:

To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

Responsibilities:

- Manage the district's insurance program
- Assume responsibility for an accounting procedure adequate to record in detail all money and credit transactions
- Act as the payroll officer - process payroll, maintain retirement reports and payments (ORS), bi-weekly, monthly, quarterly reporting
- Supervises the collection, safekeeping and distribution of all funds
- Process accounts payables
- Process accounts receivable
- Purchases all supplies, materials, and equipment in keeping with the budget
- Arranges for the internal auditing of school accounts
- Assists in recruiting, screening, hiring, assigning, supervising and evaluating personnel for position in the offices under their jurisdiction
- Acts as the budget control officer
- Submits a monthly statement to the Board detailing the status of the district's finances
- Compiles necessary statistical data for the preparation of the fiscal year budget
- Acts as advisor to the Superintendent on the school budget and all other business and financial questions

- Prepares financial reports as required by state and federal agencies having jurisdiction over the public school funds
- Completes applications for state and federal funds
- Furnishes bond in such form and amount as shall be determined from time to time by the Board
- Serves on the negotiating team for bargaining unit contracts
- Prepare and/or update annual contracts
- Prepare reasonable assurance notifications
- Interprets the financial position of the district to the community at large
- Any other duties defined by the Superintendent and/or Board

Interested candidates send a letter of interest and resume to Shona Venney, Superintendent Kingston Community Schools % Jaime Pruett by email at jpruett@kingston12.org or to the following address:

Shona Venney, Superintendent
Kingston Community Schools
5790 State Street
Kingston, MI 48741

Equal Employment Opportunity (EEO) Statement

Kingston Community School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

In addition to federal law requirements, Kingston Community School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company/school has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.