



# Fulton Schools

8060 Ely Highway  
Middleton, MI 48856  
(989)236-7300



## POSITION VACANCY

**November 5, 2025**

### Open Position: Business Manager (immediate opening)

#### Qualified applicants must possess:

- Degree in Accounting/Finance/Business-preferred
- Or work experience in field of financial practices
- Skills to be organized and self-motivated
- Ability to respond to a variety of inquiries (employees, vendors, auditors, etc.) with confidentiality

#### Responsibilities (not limited to only the following):

- Analysis of financial information
- Compile invoices, cross charges, receipts
- Reconcile a wide variety of financial data and maintain financial information for purpose of audit
- Participate in a variety of meetings, workshops or trainings
- Become knowledgeable in both federally and state grants, payroll requirements, legal and administrative requirements

#### Benefits and Compensation:

- MESSA Medical Insurance with HSA or Cash in Lieu of Health Option
- 52 week employee with paid time off including: Medical, Personal and Vacation
- Compensation will be based upon the individual's education and related work experience

Full Job Description is available upon request at the Administrative Office of Fulton Public Schools by emailing:  
[torokt@fultonpirates.net](mailto:torokt@fultonpirates.net)

Apply online at <https://www.indeed.com>, <https://app.joinhandshake.com/login>, <https://masa.mistaff.com/>, or Send letter of interest and resume to:

Fulton Schools  
Att: Mr. Thomas Torok  
8060 Ely Highway  
Middleton, MI 48856

**Application Deadline:** Until Filled

Fulton Schools prohibits discrimination on the basis of race, color, national origin, sex, age, and/or handicap in its educational programs, activities and employment.

11-6-25

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Paul A Avery  
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