

HARTFORD PUBLIC SCHOOLS

March 24, 2022

PROFESSIONAL OPENING

Business Manager

Candidates are sought to fill the position of Business Manager at Hartford Public Schools. Qualifications include: Four year college degree in Accounting or Business Administration, Certification as a School Business Official, MSBO preferred. School finance experience preferred. This is a full time position and salary will be based on experience.

Any interested person should send a letter of interest, resume, copy of certifications, and three references to:

Jordan Parker, Executive Assistant to the Superintendent
Hartford Public Schools
115 School Street
Hartford, MI 49057
parkerj@hpsmi.org

Applications will be accepted until the position is filled.

Hartford Public Schools Position Description

Position Title: Business Manager
Department: Administration
Reports To: Superintendent
Prepared By: Andrew Hubbard

SUMMARY: Under the general supervision of the superintendent, the Business Manager has the responsibility to provide sound fiscal management in the operation of all financial matters, including the development and management of the school budget, the borrowing and investing of money, and the management of accounts receivable and payable.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Supervises the financial affairs of the district, including handling of all funds, accounting and reporting procedures, and long-range planning.
- Prepares and administers the annual budget.
- Responsible for the proper investment of District Funds.
- Manages the district's real estate assets, insurance.
- Monitor all purchases of supplies, materials, and equipment in keeping with the budget.
- Arranges for and assists with the independent audit of school accounts.
- Assists in recruiting, screening, hiring, assigning, supervising, and evaluation personnel for positions in the offices under his/her jurisdiction.
- 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 public school funds.
- Oversee the payroll process and benefits administration.
- Develop financial models for capital campaigns and construction projects.
- Estimates receipts and expenditures for cash flow purposes and, if necessary, initiates borrowing procedures against state aid.
- Establishes and maintains an accounting system to detail assets, liabilities, equities, obligations, expenditures, and current and projected revenues.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Assist with the negotiation of labor contracts.
- Performs such other duties and assumes such other responsibilities as the superintendent may from time-to-time assign.

SUPERVISORY RESPONSIBILITIES:

Supervises business office personnel.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Four year college degree in Accounting or Business Administration.
Certification as a School Business Official, MSBO preferred.
School finance experience preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations. Ability to establish and maintain positive communication with all district employees and the community.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to operate a Personal Computer and have word processing and spreadsheet experience. Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Project a friendly and helpful demeanor when interacting with the community and with outside agencies and vendors.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; operate a computer; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as payroll or financial reports. Specific vision abilities required by this job include close vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Position demands meeting deadlines with severe time constraints.