



LAWTON COMMUNITY SCHOOLS

NOTICE OF VACANCY

Position: Business Manager
Reports to: Superintendent
Hours: 12-month employee
Wage: Salary commensurate to experience
Starting Date: Spring/Summer 2024

SUPERVISES: Business Office Personnel

JOB GOAL: To manage the district's business and financial affairs to provide maximum educational services for students with the financial resources available.

QUALIFICATIONS/PREFERENCES:

1. A Bachelor's Degree in Accounting, Finance or Business Administration. CPA and/or Master's Degree preferred
2. Education Administration Degree will be considered with background in Accounting and Personnel
3. Experience in Accounting, School Business or Personnel Administration preferred
4. Proven organizational, interpersonal communication and technological skills

PERFORMANCE RESPONSIBILITIES:

Personnel:

1. Provides the supervision, hiring and training of all personnel assigned to the Business Office
2. Oversees the administration of Personnel Records, including all employment records, employment contracts, medical records, absences, benefits information, all aspects of payroll records, workman comp claims, MDE or Treasury reports, and provides for the orientation of all new employees
3. Shall prepare and maintain all employment contracts
4. Shall serve as main district contact with all personnel contracting organizations (i.e. EduStaff)

Finance:

1. Manages the school district's investments to maximize earnings
2. Schedules Debt Service payments and files reports as required
3. Estimates receipts and expenditures for cash flow purposes and institutes any necessary borrowing procedures against state aid or anticipated taxes
4. Keeps abreast of grant opportunities and funding available from other private, state and national resources
5. Completes all financial reports related to grants or reimbursements for federal, state and private programs
6. Works with the administration and instructional staff on all grant applications and administration of those grants

Accounting:

1. Under the direction of the Superintendent, shall be responsible for preparing the Annual General Fund Budget and School Service Fund Budgets, adjustments to those budgets, long range financial planning and financial management for the district
2. Shall prepare a monthly budget report for the Board of Education and Administration
3. Supervise the collection and distribution of all funds
4. Shall prepare and maintain all financial records to be audited annually, and to assist the district's auditor in that process
5. Shall oversee with building staff the pupil accounting records and file necessary reports with appropriate state agencies
6. Prepare all financial and statistical reports as required by local, state and federal agencies
7. Shall be responsible for all banking transactions

Purchasing:

1. Oversees the purchasing of supplies and equipment for the district, trains appropriate personnel in the utilization of the electronic purchasing system and consults with the Superintendent on purchases when appropriate
2. Supervises personnel in receiving and checking in supplies arriving in the district or being returned

General Responsibilities:

1. Maintains an up-to-date inventory and appraisal of school equipment, property and assets
2. Works to maintain effective district-community customer relations and interprets the financial condition of the district to the community
3. Provides information to the Board Collective Bargaining Team as requested
4. Attend monthly Board meetings and prepares essential budget and expenditure reports for the Board packets
5. Counsels with administrators, teaching and support staff, students and parents on pertinent business affairs of the district
6. Shall participate in appropriate professional development activities and attend such conferences as they relate to the School Business Office functions
7. Other such duties as deemed appropriate and assigned by the Superintendent

APPLICATION PROCESS:

Anyone that is interested in the above position, please contact Superintendent, Benjamin Bandfield in writing at bbandfield@lawtoncs.org.

Please submit:

- Letter of interest
- Résumé; including a review of experience appropriate to the position,
- Transcript of Degree and graduate credit (student copy acceptable at this time)
- Two (2) to three (3) recent letters of recommendation

TO APPLY ONLINE: go to <https://www.lawtoncs.org> [Our District/Job Opportunities/Click for Available Teaching Positions]

APPLICATION DEADLINE:

- Posted until filled.

If requested by the candidate, materials will be treated confidentially through the screening process. Candidate names will become public at the time an interview is scheduled.