



Leland Public School is a small rural school nestled in the Sleeping Bear Dunes National Lakeshore. We are a vibrant community that relishes close relationships among our staff, students, and the community. Our historically strong academic success is rooted in an International Baccalaureate curriculum and a tradition of high expectations for our students, a personalized approach to programming, and the commitment of a dedicated, professional, and nurturing staff. We are actively recruiting exceptional educators and education leaders and are looking for “best fit” individuals to join our community.

TITLE: **Business Office Manager**

REPORTS TO: Superintendent

QUALIFICATIONS:

- Bachelor’s Degree in Accounting, Finance, or Business Required; Masters Degree Preferred
- Minimum of 5 years’ school district business manager experience preferred with experience and training in accounting, fund investment, budget development, monitoring and reporting, computers and technology, and regulatory compliance.
- Commitment to educational excellence.
- Ability to communicate and work effectively with the administrative team, Board of Education members, professional and support staff, community members, governmental agencies, and others as required.
- A collaborative and positive outlook
- A willingness to learn and develop systems and processes
- Ability to learn, understand, and demonstrate effectiveness with multiple software platforms including Google Suite, PowerSchool, Microsoft, MIS accounting software, state and federal reporting portals
- Professional oral and written skills.
- Knowledge of or the ability to learn Michigan school finance, legal, and insurance matters.
- Experience with or understanding of millage and bond issues, campaigns, school facilities and construction.
- Knowledge of and experience with human resources and financial software management systems in conformity with the Michigan School Accounting Manual preferred.
- Certified or eligible for Michigan School Business Officials Chief Financial Officer or Business Office Manager Certification.
- Knowledge of state and federal labor laws
- Experience with tax levies and collections.
- Ability to use independent judgment and work autonomously while making decisions in accordance with District policies and procedures.

GENERAL RESPONSIBILITIES:

The Business Office Manager is responsible for planning, organizing, directing and controlling the operations of the District’s business office including all budgeting, financial outlook forecasting, audits, and reporting needs related to the District’s financial operations. This individual works collaboratively with the department heads to oversee all budgets and supports the Superintendent in the implementation of district finances, human resources, taxes, bonds, millages, board relations, and day-to-day financial operations.

PHYSICAL REQUIREMENTS:

Light to moderate lifting. Seat and computer work.

DUTIES:

This list highlights the major duties and responsibilities of the Business Office Manager including but not limited to:

- **Financial Management and Accounting**
 - Maintain all financial statements, establish procedures and internal controls of cash and accounts, prepare annual audit, monthly financial reports, reconcile all bank accounts, and manage all aspects of the financial health and wellbeing of the district.
- **Budgeting**
 - Manage all aspects of district budgeting, prepare and review financial statements, support superintendent in forecasting annual budgets and amendments, and present district budgets at board hearings.
 - Supervise the bookkeeper in updating all internal accounts on a monthly basis, reconciling accounts receivable and coordinating requisitions and purchase orders
- **Tax Levies and Millages**
 - Establish and prepare annual tax levies, accurately record all transactions related to summer/winter tax collections, record revenue from tax collections, and coordinate annual operating millages and other ballot issues with the superintendent.
- **Purchasing**
 - Serve as purchasing agent, catalog district assets and monitor depreciation schedules, ensure compliance with federal and state purchasing rules, and monitor maintenance and repair schedules with the director of operations and technology director.
- **Payroll**
 - Supervise the bookkeeper to accurately and efficiently implement payroll including overseeing the accurate recording of timesheets for hourly employees, all deductions, withholdings, and direct deposits as well as manage all aspects of both the employee and employer participation in the Michigan Public School Employee Retirement System.
- **Human Resources**
 - Supervise the hiring, training, and effectiveness of an office manager who will manage human resources including the advertising, job posting, and hiring of employees, maintain personnel files, oversee FOIA requests, maintain training records, evaluations, and background checks. Maintain union and non-affiliated contracts and participate in negotiations by providing timely and accurate financial information and implications.
- **Federal, state, and regional grants**
 - Over see the application for and the reporting and compliance of all grants including Federal Impact Aid, Title Consolidated Application, At-Risk, Rural Schools, and other grants. Monitor and apply for new grants based on eligibility. Ensure timely reporting to the ISD for special education, transportation. and food service reimbursements,

- **School Board Secretary**

- Attend all meetings of the board of education as board secretary, prepare agendas and minutes, ensure the timely posting of meetings and information, manage board correspondence, and coordinate board finance reports.

- **Miscellaneous Duties**

- Participate in relevant professional development to ensure up-to-date and best practices in the field, supervise bookkeeper and office manager and assign and oversee relevant responsibilities, coordinate with building principal and department directors to support budgeting compliance and effectiveness,

EMPLOYMENT TERMS:

- Annual Salary: \$75-90K commensurate with experience and education; benefits including medical, vision, dental, retirement and paid vacation.
- Full-time, year round position

To Apply: [Click Here](#) or visit http://www.lelandschool.com/job_postings

For questions, please contact:

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