



JOB VACANCY
MUNISING PUBLIC SCHOOLS
APRIL 23, 2024

POSITION: **Business Manager**
DEADLINE: Postmarked or emailed **by May 14, 2024**. Application, resume and letter of interest.
SALARY: Regionally competitive based on education and experience **\$70,000 - \$90,000**.
HOURS: This is a year-round, 12-month (approximately **260 days**), position working **8am-4pm Monday through Friday**
START DATE: **July 1, 2024** (earlier possible w/on the job training available in May and June)
BENEFITS: Medical/Dental/Vision/Life & Long-Term Disability Insurance; Paid Vacation (25 days annually), Sick Leave, Personal Days and Snow Days; Retirement Plan

School District & Community Description:

Located in the middle of Michigan's Upper Peninsula on the shore of Lake Superior and surrounded by protective hillsides and picturesque Munising Bay, [Munising Public Schools](#) (MPS) and Community are truly unique. "The Munising area boasts the gateway to [Pictured Rocks National Lakeshore](#), Hiawatha National Forest, Grand Island Recreation Area, numerous waterfalls, and a host of other natural wonders, all in close proximity." MPS is a district of 570 students and over 100 employees who are served in two buildings. Munising Middle/High School (6-12) and William G. Mather Elementary (PK-5) offers spectacular views with excellent educational and extra-curricular opportunities to match. The Munising Mustangs are proud to offer a wide array of academics, athletics, fine arts, industrial arts, hands-on experiential learning, and 1:1 laptop technology. The [Vision](#) of the Munising Public Schools centers on *Character, Perseverance, Success, Unity, Relationships, Collaboration, Integrity, and Respect*. Due to our proximity to Marquette and Northern Michigan University, opportunities abound for our students, staff, and community members. "We welcome you to learn more about Munising Public Schools and the [Munising Community](#) and our most treasured asset, the people that live, learn, work and play here." Please apply to become a Mustang!

Job Summary:

This position is responsible for leading, planning and controlling the business affairs and financial management of the school district in accordance with generally accepted accounting principles and school district policy. This includes budgeting, financial accounting, financial analysis, internal and external reporting, cash management, financial forecasting, purchasing, contract administration, payroll, capital projects accounting and bonding. This leadership position supervises business office personnel and serves on the Superintendent's Administrative Team.

Responsibilities:

- Supervise the financial affairs of the district, including the handling of all funds, accounting, and reporting procedures and long-range planning.
- Assume responsibility for supervision of Business Office personnel.
- Prepare and monitor district budgets including long-range financial planning.
- Prepare and oversee the preparation of monthly district financial reports and ensure they meet all local, state, and federal requirements including timely submission.
- Monthly journal entries and adjusting entries to reallocate or reclassify costs as necessary, monthly bank reconciliation of assets, liabilities, revenue, and expenditures with the general ledger accounts along with year-end pre-audit journal entries for all funds.
- Direct all transactions involving the district tax levies.
- Prepare financial reports and budget information for Federal and State grants and process claims for reimbursement in accordance with General Legislative Grant Regulations of the State of Michigan.
- Effectively communicate and work with the Superintendent and Board of Education regarding school finance issues.

- Arrange for audits of all accounts and records annually by an independent, certified public accountant.
- Responsible for annual state aid borrowing, if necessary.
- Oversee operating and debt fund millage management, including oversight of the preparation of annual millage rates, reporting, and required public hearings.
- Manage purchasing and bid procedures.
- Consult regularly with the Superintendent and other appropriate district personnel on questions relating to the district's business and financial concerns.
- Participate in Board of Education meetings as a member of the Administrative Team.
- Ability to prepare revenue and expense data for the negotiation process, experience with negotiations and human resource regulatory environment preferred.
- Responsible for cash flow monitoring, cash management, and investment of funds.
- Ability to adapt to changes and challenges which can be influenced by changes in government funding, student enrollment and other factors.
- Demonstrated ability to meet tight deadlines, juggling conflicting timelines and priorities.
- Implements Board Policies and Administrative Guidelines.
- Other duties as assigned by the Superintendent.

Skills, Knowledge and Abilities:

- Excellent oral and written communication and human relations skills.
- Ability to maintain strict confidentiality towards work.
- Broad knowledge of software and operations of computerized financial accounting systems.
- Strong analytical and critical thinking skills.
- Demonstrated strong experience and expertise in accounting, budgeting, finance, financial analysis, risk management and interpretation of legal requirements.
- Excellent financial and business acumen, with the ability to quickly assimilate numbers and reports and provide well-reasoned, thoughtful, and succinct reports and recommendations.
- Able to meet all requirements necessary to satisfy state certification for the position.

Required Qualifications:

- Bachelor's degree with educational background in Business Administration, Finance and/or Accounting.
- Three (3) to five (5) years of related-job experience with expertise in accounting or applied financial leadership.
- Thorough understanding of fund accounting.
- High moral and ethical character; impeccable integrity and trustworthiness and a positive attendance record.
- Possess or be willing to obtain the Michigan School Business Officials Chief Financial Officer Certification.

Preferred Qualifications:

- Experience with SchoolsOpen Financial Management Software.
- Previous experience in a school environment is preferred but not required.
- Knowledge of Michigan school finance including requirements of budget planning and administration, fiscal administration of State and Federal grants, and F.I.D.
- A working knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB 34).

Materials: Individuals interested in applying for this position must submit an application along with a resume and letter of interest. [Applications](#) can be obtained from the Munising Public Schools website on the Employment page or from the Business Office located in the Middle/high School at 810 State Hwy M28 W.

Required information should be submitted via email to Maureen.brogan@mps-up.com and/or by postal mail to: Maureen Brogan, Administrative Assistant, Munising Public Schools, 810 State Hwy M28 W, Suite B, Munising, MI 49862.

Questions can be directed to Mike Travis, Superintendent at mike.travis@mps-up.com.