

Newaygo Public Schools is hiring for a **Business Manager** to work in the main administration office. This position is responsible for ongoing accounting and financial activities of the district including maintaining integrity and accuracy of the general ledger, preparation of the budget, preparation of monthly and annual financial reports, grant accounting and monitoring, and supervision of the central office staff.

We strive to hire individuals who are determined to see all students succeed, possess Newaygo Public Schools' core values and are dedicated to providing every student with an enriched academic foundation in a safe environment.

Required Qualifications:

- Bachelor's degree with concentration in Accounting, Business or Finance
- Advanced technical knowledge of school finance, budgeting and accounting systems
- Excellent communication skills, both verbal and written
- Ability to work independently and make recommendations to the Superintendent and Board of Education regarding policies and regulations
- Polite, courteous and tactful with the public
- Must maintain confidentiality at all times

The ideal candidate will possess the following qualifications:

- CFO Certificate, Master's degree, MSBO Certificate and/or 3-5 years' experience as a School Business Manager
- Experience with PowerSchool software

Essential Duties & Responsibilities

- Establish and develop up-to-date systems of financial accounting that meet the requirements of the state auditor, federal auditors, and the state department of education
- Prepare and coordinate the development of the district budget
- Maintain the financial records of the district
- Ensure compliance with all state and federal grants
- Prepare periodic financial reports for the district
- Keep the Superintendent informed of the business affairs of the district
- Direct the payroll processing function of the district
- Establish and maintain systems for district ordering, purchasing, and receiving of school materials and supplies
- Manage daily cash flow and oversee the investment and cash receipt functions
- Manage all debt retirement and building site funds
- Responsible for the oversight of district insurance programs
- Serve the board as a member of the district negotiation team
- Attend all board meetings and advise the board on district financial matters
- Oversee pupil accounting

What We Offer

- Full time/Full year position with comprehensive benefit package
- Salary range \$90,000 - \$100,000 depending on education and credentials

Why People Stay

Great relationships built on collaboration and communication shared by all staff members, students and parents which makes for a successful team and a great work experience. Our small town feel and inviting community will make you feel right at home here in Newaygo.

NPS Core Values

Excellence, Integrity, Respect, Responsibility, Safety and Compassion

How to Apply

Anyone interested in being considered for this position should apply by email.

Send Cover Letter, Resume and any supporting documentation to: cwetherell@newaygo.net

Attention: Superintendent Ben Gilpin

Date Posted: December 22, 2025

Posting Close Date: until filled



Ben Gilpin, Superintendent
Newaygo Public Schools

Newaygo Public Schools does not discriminate on the basis of race, sex, age, color, national origin, religion, disability, or any other protected characteristics in its education programs, activities, admissions, or employment policies, as required in Title IX of the 1972 Education Amendments, Executive Order 11246, as amended, Section 799A and 845 of the Public Health Act, Title VII of the Civil Rights Act of 1964, and the Equal Pay Act.