

School Business Manager  
Job Description

**Title:** School Business Manager  
**Classification:** Full-Time, Exempt  
**Department:** Accounting & Outsourced Solutions  
**Reports to:** Department Head, Accounting & Outsourced Solutions

We are seeking a knowledgeable and collaborative School Business Manager to join our growing Accounting & Outsourced Solutions team. This role offers the opportunity to make a meaningful impact by supporting Michigan school districts and governmental entities in achieving strong financial stewardship and long-term success.

We believe the best work happens when people feel supported, valued, and connected to a greater purpose. Our team is built on collaboration, trust, and a shared commitment to helping schools and communities thrive. This role is an opportunity to do work that truly matters — partnering with educational leaders to navigate complex financial challenges while helping school districts remain strong, stable, and focused on serving students and families.

**Summary of Responsibilities:**

The School Business Manager serves as a trusted financial partner to school districts and governmental organizations, helping build long-term financial stability and support the communities they serve. Through strategic guidance, financial oversight, compliance management, budgeting, and grant administration, this role plays an important part in helping educational leaders make informed decisions that positively impact students, staff, and families. This position offers the opportunity to combine technical expertise with meaningful, purpose-driven work that contributes to the success of public institutions.

**Essential Functions:**

- Process and oversight of all accounting and finance functions including accounts payable, accounts receivable, general ledger, and payroll.
- Develops, administers, and monitors the district's annual operating budget in alignment with district priorities and Board direction.
- Oversight of Grants including requesting funds and financial reporting
  - Experience with NexSys and other State and Federal grant systems
  - Prepare and amend the Consolidated Application
  - Submit and amend Grant Budgets
  - Request Funds
  - Financial Reporting
  - Final Expenditure Reports
  - Prepare for Grant Audits
- Review and submit all required federal, state, and local reports timely and accurately, including but not limited to FID, SE-4094 and SE-4096, MIAOP, Catamaran, GSRP, L-4029, Annual Disclosure Statement, SBLF, SAN, etc.
- Manages district cash flow, investments, and fund balances in accordance with Board policy and applicable laws.

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- Coordinates and oversees the annual independent financial audit, including preparation of schedules, responses to audit findings, and implementation of corrective actions.
- Ensures effective internal controls, cross-training, and continuity of operations within the district.
- Serves as a financial resource for the district's collective bargaining and labor negotiations, including cost analysis and long-term fiscal impact modeling.

Note: Potential for travel to clients throughout Michigan.

### **Job Qualifications, Skills and Abilities:**

- Possess a Bachelor's degree in Accounting or Business Administration.
- Minimum five (5) years of related work experience.
- CPA certification preferred.
- MSBO Certification preferred.
- Comprehensive knowledge of Michigan school finance, governmental accounting, and public budgeting.
- Strong analytical, forecasting, and financial modeling skills.
- Ability to interpret and apply complex statutes, regulations, and technical guidance.
- Demonstrated ability to communicate complex financial information clearly to diverse audiences.
- Ability to build collaborative relationships with staff, administrators, unions, auditors, and community stakeholders.
- Proficiency with financial management systems and spreadsheets.
- Ability to organize and set priorities for multiple ongoing projects.

### **Why You'll Enjoy Working With Us?**

- Collaborative and supportive team culture.
- Opportunities for professional growth and continued learning.
- Meaningful work that positively impacts schools and communities.
- Exposure to diverse clients and financial challenge.
- Flexible and Dynamic work environment.
- Opportunity to build trusted relationships with educational leaders across Michigan.

Because we serve a variety of clients and evolving organizational needs, responsibilities within this role may change or expand over time and may include travel to client locations as needed. This job description is intended to provide a general overview of the position and may be modified as business or client needs evolve. Employment is at-will, meaning either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice.