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Monroe County Intermediate School District
1101 S. Raisinville Road
Monroe, Michigan 48161-9047

Preparing today's students for tomorrow's world.

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POSITION POSTING #5614

Posting Date: January 21, 2026

Position Title: Shared-Time Business Manager – Ida Public Schools

Location: Ida Public Schools

Reports To: Director for Budget and Shared Services

Salary/Benefits: Annual salary to be determined by qualifications and experience. Salary range \$96,360 - \$100,253. Position includes full family medical benefits and other benefits as outlined in the [Non-Affiliated Handbook](#)

Available: Full-time, position available immediately. Work schedule based on full year (52-week contract).

Schedule: Hours and schedule determined at time of employment.

FLSA Status: Exempt

Closing Date: Until Filled

Job Summary:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Shared-Time Business Manager works as an integral team member in the Business Office. This position is responsible for accounting duties, including, but not limited to the coordination, management and supervision of payroll, finance and business services in the assigned local school district(s) in coordination with the Director for Budget and Shared Services. The main assignment is currently with Ida Public Schools, with assistance given to Mason Consolidated Schools. The Shared-Time Business Manager is also responsible for assigned accounting duties at the Monroe County Intermediate School District.



ESSENTIAL DUTIES IDA PUBLIC SCHOOLS

- Coordinate the day-to-day operation, management and supervision of payroll, finance, health insurance, FMLA and business service functions in the assigned local school district.
- Manage the payroll and finance activities of the local school district to ensure compliance with the guidelines of the Michigan Department of Education and the Michigan Public School Employees Retirement System (MPERS), local school district board policies and operating procedures.
- Work with the local school district superintendent, prepare financial reports and ensure that bills payable are accurate and submitted in accordance with local school district timelines and policies.
- Attend local school district board of education meetings and participate in leadership meetings.
- Prepare for the local school district audit and complete FID reporting. Ensure that the district audit is completed and presented to the board of education in accordance with board policy and Michigan Department of Education guidelines.
- Complete all local, state and federal financial reports, including submissions required to the NexSys System.
- Ensure that local school district grant funds are spent in accordance with grant guidelines and requirements.
- Follow business office procedures and processes for maintaining accurate records on cash flow analysis, investments, bank transfers, etc.
- Implement accounting practices that are in compliance with standard accounting procedures, the Michigan Department of Education requirements and the Government Accounting Standard Board (GASB).
- Serve as an active member with the Monroe County School Business Officials and the Monroe/Lenawee School Business Officials and Michigan School Business Officials.
- Represent the local school district at local and state professional business organizations.
- Coordinate training for the assigned local school district personnel for the financial software package.
- Ensure compliance for electronic reporting to the Michigan Department of Education and the Center for Educational Performance and Information (CEPI), such as the Financial Information Database (FID), School Infrastructure Database (SID), along with SSO MiLogin to Michigan Student Data System (MSDS), Educational Entity Master (EEM) and the Registry of Educational Personnel (REP), MiLogin, SIGMA and Catamaran.
- Review completion of financial reports for the Medicaid Administrative Outreach Claims quarterly with PCG and annually submit MAER via CHAMPS.
- Apply for and capture Universal Service Fund (USF) dollars.
- Develop budget and ongoing budget adjustments for all funds based on actual revenue received and expenses incurred to ensure an accurate end of the school year forecast.
- Prepare data for the budget development, salary/insurance cost projections, and contract negotiations.
- Coordinate the accounting and tracking of fixed assets for the local school district.
- Prepare cash flow estimates and necessary documents for assigned local district borrowing when needed.



- Renew property/casualty insurance for assigned local district.
- Prepare wage and salary schedules for assigned local district.
- Review and sign off of bank and cash reconciliations for assigned local district(s).
- Reconcile property tax levy and payments.
- Make bank transfers and investments.
- Direct building secretaries in the process of pupil count. Complete and file necessary reports for pupil count.
- Receive, file and dispute unemployment benefit statements.
- Responsible for MEGS+/MOECS certifications.
- Review completion of the SE 4094 (transportation report) and SE 4096 (Sp Ed Actual Cost report).
- Prepare and submit financial reports for the appropriate district programs.
- Complete all insurance applications for the district and verify all insurance policies are in place. Assemble all insurance bids and provide claims data to insurance companies. Work as liaison between the employee and insurance company for insurance issues.
- Responsible for monitoring health insurance caps.
- Responsible for ACA compliance.

ESSENTIAL DUTIES MISD

- Responsible for calculating invoices for local district billings.
- Review monthly bank reconciliations and journal entries.
- Assist in coordination of county-wide shared services.
- Assist in coordination and preparation of county-wide bid documents.
- Assist with preparing the annual budget and budget amendments.
- Assist in preparation of annual audit.
- Serve as backup for various accounting duties.
- Serve as an active member with Monroe County School Business Officials and the Monroe/Lenawee School Business Officials and Michigan School Business Officials.
- Represent the ISD at local and state professional business organizations.
- Serve as a resource for the financial software package and assist local districts with reporting package (COGNOS 11)
- Regular predictable in-person attendance.
- Adhere to work rules.
- Adhere to MCISD guidelines and policies.
- Other duties as assigned.

EDUCATION:

- Bachelor's degree in finance, accounting, or business administration. Master's degree is preferred. CPA preferred.
- MSBO Certification required or ability to obtain within 3 years.



EXPERIENCE:

- Minimum three years' successful experience in business office functions of a K-12 school district.
- Work experience as a K-12 public school business manager preferred.
- Experience with Powerschool ERP and IBM Cognos Analytics 11.1 reporting, preferred.
- Demonstrated ability to prepare complex financial reports, work with auditors, solve complex problems and work in a variety of school business office situations required.

SKILLS/OTHER:

- Ability to review, understand and interpret school law, federal and state guidelines, audit reports and Michigan Department of Education reporting requirements.
- Effective written and oral communication skills, including a demonstrated ability to make presentations to groups.
- Ability to represent the district in a professional manner.
- Ability to use district technology, and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district.
- Ability to work with people and utilize conflict resolution and problem-solving skills.
- Possess organizational and management skills and capable of working with and motivating others.
- Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.
- Ability to read, analyze and interpret general educational periodicals, professional journals, technical procedures, or governmental regulations.

Criminal History Check: Upon hire, employees of the Monroe County Intermediate School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$42.00 is the responsibility of the applicant.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; use hands and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.



The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities for perform the essential functions.

- The noise level in the work environment is usually moderate.

Application Procedure: All interested applicants (internal and external) apply by clicking on the following link: [Click Here](#)

Contact Information: Monroe County Intermediate School District
Human Resources and Legal Department
1101 South Raisinville Road
Monroe, Michigan 48161
(734) 322-2642 (Application Assistance)
(734) 322-2640 (Questions about Postings)