



White Cloud Public Schools

Building a Tradition of Excellence

www.whitecloud.net

NOTICE OF VACANCY

POSITION: BUSINESS MANAGER

LOCATION: White Cloud Public Schools

POSTING DATE: March 9, 2022

DEADLINE: Until Filled

DISTRICT DESCRIPTION:

White Cloud Public School is a Class C school located in White Cloud, Michigan which is about 50 miles north of Grand Rapids, nestled in Northern rural Newaygo County. With much of the community alongside the banks of the White River and the Manistee National Forest, White Cloud is home of many rich scenic views and family activities. White Cloud Public Schools allows staff to grow through mentorships, professional development, and extracurricular activities. White Cloud Public Schools continues its commitment to building positive relationships through initiatives such as "Character Counts" and "White Cloud PRIDE".

POSITION INFORMATION:

- Full-Time, Year-Round Position
- Salary Range: \$55,000-\$65,000 Dependent on Experience

RESPONSIBILITIES AND DUTIES:

The administrator of the business affairs of the District in such a way as to provide the best possible educational services with the financial services available.

- Responsible for coordination and developing the budget planning and implementation process, including budget preparation, administration, and control.
- Work is performed in accordance with Governmental Accounting Standards Board guidance, federal and state regulatory agencies, and other statutory requirements pertaining to sole owner limited liability companies and public school academies in Michigan.
- Oversees the management of the Business Office staff and overall business operations of the school district and oversees the financial resources of the school district through prudent investment practices.
- Exercises supervisory capability for adjusting, closing, and reversing year-end entries in order that year-end financial statements accurately and appropriately reflect District revenues and expenditures.
- Responsible for all reporting to the State of Michigan (FID, SID, REP, MSDS, Special Ed, Transportation, TSDL, CRDR, and all others as presented).
- Bank reconciliations and cash flow.
- Preparing Excel sheets for payroll and benefits



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- Computer skills to include:
 - a. Microsoft Office
 - b. Spreadsheets (Excel)
 - c. Word Processing (Word)
 - d. State and Federal Databases
 - e. Accounting/Financial Software (District uses Skyward)
- All other duties as assigned by the Superintendent.

INTERESTED CANDIDATES: Please forward via email or mail a letter of interest, resume with applicable experience and education relevant to position, certifications, and references to the following address: Ed Canning, Superintendent, White Cloud Public Schools, 555 Wilcox Ave., P.O. Box 1000, White Cloud, MI 49349.
canninge@whitecloud.net

Equal Opportunity Employer

NONDISCRIMINATION: In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of White Cloud School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be legally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, White Cloud School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Coordinator (CO). Any questions, suggestions or complaints should be directed to Ed Canning, White Cloud Public Schools, 555 Wilcox Ave., P.O. Box 1000, White Cloud, MI 49349.