July 15, 2020

Bookkeeper/Business Manager

Position Description:
The Bookkeeper/Business Manager will provide financial leadership for the school district. This includes the budgeting, accounting, reporting, and control procedures for all funds maintained by the district. The Bookkeeper/Business Manager must have the ability to manage all the financial matters of the district, as well as to be able to work effectively and communicate well with the school board, administration, department supervisors, and all employees of the district. This is a full-time, year round, non-bargaining position.

Job Duties:

• Responsible for all accounting and financial matters of the district, including handling of all funds, accounting and reporting procedures, and long-range planning.
• Provides necessary financial data in a timely manner when requested by the superintendent.
• Prepare the district’s annual budget, including all steps related to review and approval with the superintendent and board of education, as well as budget amendments as necessary.
• Prepare monthly reports, including monthly financial report, balance sheet, revenue and expenditure details, cash flow, all reports for various title finds, and required local, state, and federal reports (FID, SE-4096, etc). Reconcile monthly bank statements. Provide monthly reports to the board of education.
• Month/year end close of financial system.
• Develop a fiscal year estimate of revenue and cost for operating the school system as recommended by the superintendent for board approval.
• Ability to prepare cost scenarios for the negotiation process and coordinate the processing of all contracts, contract changes, and adjustments as approved by the board of education. Ability to interpret collective bargaining agreements related to employee pay, leave time, etc. Process employment verifications and final salary affidavits.
• Supervises accounts payable processes and procedures, making sure all payments are made in a timely manner. Monitors all vouchers authorizing the expenditure of monies.
• Prepares district payroll and related payroll taxes. Provides all payroll reports, state and federal taxes, unemployment, and retirement. Maintain current employee deductions or withholdings as needed. Process pay adjustments or other changes which affect payroll.
• Assist with medical insurance and other benefit related issues, including deductions and open enrollment.
• Assists with ORS payroll reporting. Responsible for Michigan Public School Retirement System new and terminated employee forms, and monthly, quarterly, and annual reporting requirements. Oversees long-term disability, insurance discontinuation, and COBRA requirements.
• Determine annual millage rates for operational and debt funds. Prepare L-4029 for board approval.
• Reconcile property taxes received from the townships.
• Ability to maintain control over all debt retirement and building site funds.
• Coordinate with district counsel to implement and complete annual State Aid Note process or other financial matters.
• Responsible for opening, closing, and monitoring all checking and savings accounts of the district.
• Maintains confidential records and required employment documents and files.
• Ability to prioritize work assignments and perform tasks with limited supervision.
• Monitor and review state and federal legislation, particularly related to budgets and school financing, and advise the superintendent on issues impacting the district.
• Demonstrate a high level of organizational skills, discretion, confidentiality, and integrity.
• Willingness to receive additional training to improve job skills and to maintain up-to-date knowledge of school finance issues.
• Perform other duties as the superintendent or board of education may assign.

Qualifications:
• Bachelor’s Degree with educational background in business/office administration and/or accounting.
• Successful experience in educational institution work and familiarity with Michigan Public School Accounting preferred.

All applicants please submit a letter of interest, resume, and references to Mr. John Denney, Superintendent, Hanover-Horton School District, 10000 Moscow Rd., Horton, MI 49246 (john.denney@hanoverhorton.org).

Application deadline: July 31, 2020 or until filled.

John Denney
Superintendent