POSITION POSTING

POSITION: Business Manager, CEISD

QUALIFICATIONS:

- Bachelor’s Degree in Accounting, Business, Finance, Educational Leadership, or related field
- CPA certification and/or CFO Michigan School Business Officials (MSBO) certification preferred
- Minimum three (3) years of responsible experience in finance or accounting, including three years in a supervisory or lead capacity in a public school system or in a position performing related duties.
- Minimum of five (5) years of management and/or leadership experience.
- Minimum of five (5) years of experience leading the accounting and/or fiscal reporting duties with a school organization in a management capacity is highly desirable.

JOB FUNCTIONS:

- Plans, organizes, and directs the business services functions of Charlevoix-Emmet ISD including accounting, budgeting, and reporting functions as required by granting agencies and the policies and regulations of the Board of Education
- Administers areas of business operations relating to cash management, bank reconciliations, accounts payable, accounts receivable, grant accounting, and internal/external reporting.
- Advises supervisors of budget account balances; resolves problems and discrepancies; and makes revisions as necessary, in compliance with established policies and procedures.
- Collaborates with the CFO to prepare for Board of Education meetings to present financial reports, budget data, attendance reports, enrollment projections and other related matters as may be requested by the Superintendent; conceptualizes and articulates strategies to improve financial operations and services; develops and recommends board policies as necessary to carry out the business functions of the organization.
- Collaborates with CFO for interviews, selects, supervises, evaluates, disciplines and provides direction to assigned finance staff; mentors, guides and trains assigned staff to ensure compliance with accounting standards, to ensure customer service goals are achieved, and that leadership and teamwork are developed and practiced.
- Coordinates the development of the annual budgets; monitors departmental and project budgets to provide assistance and ensure compliance with State guidelines and laws.
- Coordinates with the leadership team, aligns the annual budget with CEISD needs and initiatives
- Coordinates with the leadership team in forecasting enrollment and developing financial proposals to ensure the school’s fiscal health and sustainability.
- Coordinates financial and governmental audits, which include work paper preparation, liaison with auditors and staff with an understanding of programmatic and financial requirements of governmental programs.
- Create reports for Superintendent, Directors and/or department leads that include data pertaining to student spending tracking, accounting, and other purchasing and community provider data analysis.
- Designs and maintains procedures and internal controls to safeguard the funds, assets, and resources of the schools; ensures proper implementation and provides training accordingly.
- Develops and seeks to improve and simplify accounting and fiscal management approach with sustainable and scalable solutions. This includes the use of technology to eliminate inefficiencies while maintaining high accuracy.
- Develops and maintains effective communication systems and processes to align with ISD communication plan stakeholders.
- Keeps informed on trends and changes in legislation applicable to school finance and budgeting; proposes recommendations in preparation or in response to legislative changes.
OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

- Monitors the online systems used within the Business Services Department annually, ensures accounts are rolled over properly and maintained throughout the school year, serves as the systems expert.
- Oversees all accounts, ledgers, and reporting systems ensuring accuracy and full compliance with appropriate GASB standards, industry best practices and regulatory requirements.
- Performs regular reconciliation of all funds, including all balance sheets and income statement accounts.
- Prepares, plans and manages the fiscal year-end closing process to assure validity and accuracy of the organization’s financial data for subsequent preparation of financial statements.
- Prepares and submits a variety of compliance reports to all stakeholders including authorizing agencies within mandatory timelines.
- Provides optimal internal communications for staff at all levels throughout the organization; creates and promotes a positive and supportive work environment.
- Represents the interests of the organization in a variety of settings and coordinates with the outside agencies relative to business functions, the financial, personnel and student information systems and such other matters as may be requested by the Superintendent.
- Reviews and approves accounts payable batches, as necessary in accordance with the organizations policies and procedures.
- Reviews and approves payroll gross pay reports bi-weekly in accordance with the organizations policies and procedures.
- Reviews and approves cash receipt batches monthly in accordance with the organizations policies and procedures.
- Reviews and approves month-end financial reports, including bank reconciliations, in accordance with the organizations policies and procedures.
- Serves as a liaison with the school authorizers, management, and staff to coordinate accounting and reporting processes; develops project timelines and a business services calendar to ensure all deadlines are met.
- Serves as the financial information liaison by attending a variety of meetings to maintain current knowledge of legislation, legal codes and requirements; reviews changes in school finance; attends workshops and meetings with authorizing districts, county offices of education, and other state agencies; attends and/or conducts staff meetings, in-service activities, workshops, conferences and other training.
- Serves as the CFO in training, and fills in for CFO in the event the CFO is out of the district.
- Work to secure and best ensure grant funding and alignment of grant programs within the scope of department work.
- Predictable, reliable, and punctual attendance
- Other duties as assigned by the Superintendent.

- School business management including finance, information technology, purchasing, and inventory control
- School budget preparation and control
- Federal and State grant compliance requirements
- Michigan School Accounting Manual and Education Code
- Michigan pupil accounting, auditing and reporting
- Generally Accepted Accounting Principles and Procedures
- Principles and practices of administration, supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Compliance review mandates
- Budget preparation and control
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer, assigned software, and information systems; systems for accounting and budgeting
• Public speaking techniques
• Comply with all Char-Em ISD policies and procedures as outlined in the Employee Handbook and all other formal professional standards as determined by the Board of Directors.
• Plan, organize, forecast and administer the successful implementation of the fiscal services and business aspects of the organization.
• Provide creative and effective solutions for meeting the financial needs of the organization and member charter schools.
• Plan, organize and direct complex projects.
• Resolve organizational challenges and develop solutions.
• Communicate effectively both orally and in writing.
• Interpret, apply and explain rules, regulations, policies and procedures.
• Establish and maintain cooperative and effective working relationships with others.
• Analyze situations accurately and adopt an effective course of action.
• Supervise and evaluate the performance of assigned staff.
• Meet schedules and timelines.
• Work independently with little direction.
• Prepare comprehensive narrative and statistical reports, memorandums, evaluations and correspondence.
• Make presentations in a clear and concise manner.
• Act as a mediator and develop improvement plans as appropriate.
• Direct the maintenance of a variety of reports and files related to assigned activities.
• Maintain current knowledge of legislation related to assigned areas.
• Protect and maintain confidentiality, privacy and security of staff, business, and other confidential, sensitive electronic or proprietary information
• Analyze problems, collect data, establish facts, and draw valid conclusions.
• Analyze data, compile resources, and present options for leadership consideration
• Ability to interpret an extensive variety of technical instructions.
• Ability to reason, forecast, and project with accuracy.
• Travel as required to meet with staff, students, and stakeholders.
• Proficient in system analysis, implementation and utilization of Google Suite, Microsoft Office applications, budget and accounting software, accounts payable software, a variety of web-based applications and information databases such as human resources information systems and student information systems.

REPORTS TO: Chief Financial Officer
LOCATION: Charlevoix

CONTRACT LENGTH: 260 days, Year-Round

COMPENSATION: Based on experience

BENEFITS: Health, Dental, Vision, Life and Disability Insurance; Employer 403b match; Vacation; Possible tuition reimbursement; ongoing professional learning; access to robust employee wellness program; possible relocation reimbursement
The Charlevoix-Emmet Intermediate School District is an equal opportunity employer. It does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling condition in employment. No person shall be denied employment solely because of any disability which is unrelated to the individual’s ability to do the essential functions and duties of the job or without accommodation. Under state law, a person with a disability condition may not allege a failure to accommodate a disabling condition unless the employer knew or reasonably should have known that an accommodation was needed.