Position: Business Manager
Available: Immediate
Reports to: Principal
Onsite location: Great Lakes Academy
46312 Woodward Ave.
Pontiac, MI 48342
Employed by: Human Resource Experts
Employment Type: Professional/ Exempt/ At Will/12 Month
Salary: Current salary range $60,000 - $72,000 based on experience

This position is to assist the Principal in coordinating the day-to-day business operations of the school including managing the fiscal functions, develop and analyze budgets including long range financial planning and prepare and oversee the annual financial audit for school funds. The business manager is also responsible for managing all state and federal grants and other external funding programs while utilizing sound internal controls of accounting functions.

The Business Manager shall be directly responsible for the performance of the following assigned duties and responsibilities:

- Manages the daily business activities of the school, which include budget preparation and monitoring, accounting procedures including bank deposits, fund transfers and check writing; handles accounts payable and accounts receivable; purchasing, and contract and grant compliance.
- Ensures compliance with school policies and procedures as well as state and federal mandates and produces the required documents within the specified timeline.
- Assists with the managing and monitoring of school financial reporting systems, financial controls, and management information systems.
- Administers contractual and service relationships with school contractors.
- Establish, process, and maintain personnel and payroll records, procedures, and controls.
- Coordinates data collection and report formulation for pupil counts and implementation and maintenance of data processing systems and services.
- Assists with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient and safe operation of the charter school.
- Manages the purchasing of school related services and supplies.
- Assist the principal with operation of the school's physical plant and safety procedures/inspections.
- Work with the Principal on all personnel-related matters including making recommendations on employee recruitment, retention, professional development, for positions.
- Prepare and write routine correspondence and reports.
- Other duties as assigned by Principal.
- Participate with local and state professional organizations to stay abreast of school finance issues and current legislation to monitor effects on the district.
- Prepare bid specifications to enable the district to receive competitive bids according to Board policy & State law.
- Drawdown federal grants monthly, reconcile expenses to grant applications.
- Arranges for audits of all accounts and records annually by an independent, certified public accountant.
- Attend meetings and present as appropriate (Board of Education committee meetings, staff meetings, etc.)
Required Education:
- Bachelor’s degree in business administration or related field, and equivalent training through practical business experience.

Preferred Skills and Qualifications:
- Master’s degree in finance or accounting
- Previous experience in a school environment.
- MSBO certification preferred
- Experience in Pupil Accounting
- Experience with MISTAR
- Experience with MI School Data
- Experience with Registry of Personnel (REP)
- Experience with School Infrastructure Database (SID)
- Experience with Grant Electronic Monitoring System/Michigan Administrative Review (GEMS/MARS)
- Experience with Michigan Nutrition Data System
- Experience with NexSys – Next Generation Grant, Application and Cash Management
- Communicate with superior written and oral communication skills.
- Work on multiple projects and adhere to deadlines.
- Respond to requests by the Academy Board, authorizer, and staff in a positive and timely manner.
- Make sound decisions within the parameters of authority.
- Be courteous, professional, and tactful at all times.
- Maintain a positive working relationship with faculty, staff, Academy Board members, parents, students, authorizer, vendors, and community.
- Motivate and create a shared vision within the Academy community.
- Serve as a role model who acknowledges through actions and behaviors the critical value of human relationships in achieving personal and professional goals and organizational purpose.

Interested and qualified candidates should apply in writing via email by sending resume and cover letter to:

Kelly Jewett, Client Relations Manager
kjewett@abopeo.com
America’s Back Office
16010 19 Mile Road
Clinton Township, MI 48038

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

Disclaimer: This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit, or in any way to modify the right of any supervisor to assign, direct, or reassign duties and responsibilities to this job at any time. The use of a particular illustration shall not be used to exclude non-listed duties of similar kind or level of difficulty.