

A.G.B.U. Alex & Marie Manoogian School - Southfield, MI - Business Manager

Reports to: Elementary & Middle School Principal; High School Principal

Employed by: Academy Board

The AGBU Alex and Marie Manoogian School (Academy) serves students in grades K – 12 and provides them with a clean, safe, nurturing learning environment. Students embrace and explore cultural diversity and individual identity through a balanced curriculum of language arts, mathematics, science, social studies, computer science, art, music, and physical education.

The Business Manager is responsible for the overall management of the financial accounts and financial reports, payroll/benefits, insurance, government/CMU (authorizer) financial reports and reimbursements, **financial information needed for personnel files**, and other related school reporting.

Qualifications:

- A minimum of a Bachelor's degree in Accounting and/or Finance
- A Masters's degree in Business Administration is preferred
- A minimum of five years of prior practical work experience in a related field of financial management, preferably in a school, non-profit or government-related organization.
- Satisfactory criminal background check
- **Experience working with Michigan Department of Education preferred.**
- **Experience with State and Federal Grants preferred.**
- Knowledge of and practical application in computer systems and software programs, including SAGE Accounting, Excel and Microsoft Office programs
- Knowledge of State of Michigan School Pension System (MPSERS)
- **Exceptional interpersonal and organization skills**

Duties and Responsibilities:

Financial Statements:

- Record payables after verifying the accuracy of invoices and the receipt of goods & services
- Prepare checks from appropriate accounts to pay for invoices weekly.
- Record cash receipts and receivables and prepare bank deposits.
- Record adjusting entries.
- Monitor daily cash position of Academy.
- Monthly preparation of Accounts Receivable, Accounts Payable, General Ledger, Financial Statements (prior to Academy board meeting dates), Bank Reconciliations, Cash available and cash forecast for Academy board Treasurer and Academy board meetings)
- Attend monthly board meetings and present financial reports.
- Prepare required documentation and coordinate annual financial statement audit with independent auditor

Annual Budget:

- Assist the Academy Board Treasurer in preparing the Academy budget in coordination with Academy Principals
- Prepare budget amendments, as required

Grants and Federal/State Reimbursement Programs:

- Receive, distribute, and manage accounting for all grants and Federal and State reimbursement programs.
- Ensure compliance with grant and/or reimbursement program requirements and provide required financial documentation for grants and Federal and State reimbursement programs for reporting and/or audit

Payroll:

- Enter payroll and submit information to ADP payroll service for payroll check preparation
- Review checks for accuracy
- Maintain financial documentation required for personnel files.
- Review quarterly payroll taxes
- Review annual W2 and 1099 statements
- Reconcile pension reports
- Submit contributions regularly to MPSERS
- Enroll new employees in and terminate departing staff from health, benefits, and retirement programs
- Prepare yearly employee contracts

Insurance:

- Maintain copies of insurance policies for reference and inspection
- Provide copies to authorizer as required
- Review insurance policies and submit bids when appropriate for coverage

Accountability to CMU (authorizer) and State Board of Education:

- Follow the reporting schedule set by ISD, authorizer, State Board of Education, or other governing entities the Academy is required to submit reports to
- Submit all reports timely per due dates
- Submit other information or documentation as requested

The AGBU Business Manager is not responsible for administering instructional programs.

Other duties as assigned

Salary: \$50,000 - \$60,000 -- depending on qualifications and prior experience

Position available: Immediately **Submit applications to:** skalfayan@manoogian.org