

GWINN AREA COMMUNITY SCHOOLS

Superintendent's Office – 50 West highway M-35 – Gwinn, MI 49841

Phone: 906-346-9283 – Fax: 906-346-3616

POSITION TITLE: Full Time Business Manager

REPORTS TO: Superintendent of Schools

EMPLOYMENT STATUS: 260 days per year/52 weeks

QUALIFICATIONS, REQUIREMENTS:

1. Bachelor's degree in Accounting or Business with coursework in accounting.
2. Accounting major or equivalent.
3. Minimum three years progressive school business or comparable experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Extensive knowledge of fund accounting, FID and MEIS applications and State and Federal Grant Fund Reporting.
6. Experience with computerized accounting procedures.
7. Extensive working knowledge of spreadsheets and other computer applications.
8. Thorough understanding of principles of audit, risk management, payroll, and benefit administration.
9. Experience in labor relations and educational legal issues.
10. Experience and working knowledge of Affordable Care Act.
11. Excellent communication skills.

SUPERVISES: Business office personnel

ESSENTIAL FUNCTIONS:

1. Supervises the management of the financial affairs of the school district.
2. Assumes responsibility for budget development and long-range financial planning.
3. Member of Superintendent's team.
4. Year-end audit and state reporting (FID).
5. Supervises all accounting operations.
6. Supervises all payroll operations.
7. Responsible for employee health insurance plans and human resource functions.
8. Manages the district's property and liability insurance programs.
9. Responsible for capital planning, development, acquisition and construction.
10. Administers a budget control system for district.
11. Responsible for submission of all business related reports required for state and federal purposes.
12. Acts as advisor to superintendent on all issues relating to the business and financial affairs of the district.
13. Assists with labor contract negotiations. Experience in writing contract language preferred.
14. Responsible for compliance with all school related laws.
15. Participation in local and state professional associations.
16. Other duties as assigned by the Superintendent.

SALARY RANGE: Will discuss for the position

APPLICATION: Applications will be reviewed upon arrival and should therefore, be submitted as soon as possible. If interested, please submit a letter of interest, resume and list of references to tjayne@gwinn.k12.mi.us to by mail to the Superintendent's Office as listed above.

APPLICATION DEADLINE: Until Filled

Gwinn Area Community Schools is an Equal Opportunity Employer.