

BUSINESS OFFICE MANAGER

DEADLINE: 3:00 p.m. Friday, July 30, 2010

APPLICATION PROCESS: Interested individuals should provide a current resume, references, and letters of recommendation to:

Thomas Trombley, Director of Human Resources
Essexville-Hampton Public Schools
303 Pine Street
Essexville, MI 48732
E-mail: tromblt@e-hps.net

QUALIFICATIONS: Bachelors Degree in Accounting/Finance/Business required; Experience in Accounts Payable and Purchasing; Background in Accounting; Ability to use various software packages; Must have MSBO Chief Financial Officer certification or have the ability to attain.

REPORTS TO: Director of Human Resources

SUPERVISES: Payroll Specialist

JOB GOAL: To administer the business affairs of the District in such a way as to provide the best possible educational services with the financial resources available. To assist the Director of Human Resources and Administrative Services Consultant as directed.

PERFORMANCE RESPONSIBILITIES:

An employee in this position may be called up to do any or all of the following (*does not include all tasks employee may be expected to perform*):

1. Manage the District's insurance program.
2. Assist in developing current budget consistent with Board policy.
3. Suggest potential ways of improving cost effectiveness of the District operation from a business operations perspective.
4. Assist in assembling long-range financial data.
5. Establish and supervise a program of accounting adequate to detail all money and credit transactions.
6. Supervise all accounting operations.
7. Supervise all payroll activity.
8. Assist in administering a budget control/reporting system consistent with Board policy.
9. Facilitate required audit of District's fiscal activity.
10. Supervise the receipt and expenditure of District funds.
11. Provide timely reporting of income and expenditures for all funds.
12. Supervise reconciliation of all bank accounts authorized by the Board.
13. Preparation of purchase orders and payment of bills.
14. Assist in preparing Board agenda information relative to business-related items.
15. Provide for annual appraisal of District buildings and movable equipment.
16. Reporting of workers' compensation claims and unemployment claims.
17. Responsible for filing reports on a timely basis with the Michigan Department of Education including but not limited to:
 - a) Special Education Expenses
 - b) Transportation

- c) Food Service
 - d) FID
 - e) Title I
 - f) Tuition
18. Continue education to remain current on all laws and regulations including GASB, SAS, ORS, etc.
 19. Prepare financial reports as required by state and federal agencies having jurisdiction over public school funds.
 20. Assist with/Completes applications for state and federal funds.
 21. Assist the Director of Operations and Human Resources with other matters as requested.

OTHER RESPONSIBILITIES: Other responsibilities assigned from time to time as deemed necessary by the Superintendent.

TERMS OF EMPLOYMENT: Annual salary (July 1 through June 30). One-year contract.

EVALUATION: A performance evaluation of this position will be done by the Director of Human Resources on an annual basis.