



White Cloud Public Schools

Building a Tradition of Excellence

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Job Posting -Business Manager White Cloud Public Schools

Applicants for this position should submit the following credentials along with an application which you may request by phone 231-689-3211 or email at seabrookb@whitecloud.net.

Position Information:

1. Full time, year-round position
2. Salary Range: \$50,000-65,000 Commensurate with Experience
3. Completed application including all items listed above are to be submitted to:
Barry Seabrook, Superintendent
555 E. Wilcox Ave., P. O. Box 1000
White Cloud, MI. 49349
Email: seabrookb@whitecloud.net Fax: 231-689-3210, Attention: Barry Seabrook

Requirements for Application

- Letter of interest
- A resume with applicable experience and education relevant to position.
- List of references including relationship, address, and telephone number.
- Application deadline : Posted until filled

Job Goals:

1. 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
2. Work is performed in accordance with Governmental Accounting Standards Board guidance, federal and state regulatory agencies, and other statutory requirements pertaining to sole owner limited liability Company and public school academies in Michigan.
3. Manage all daily operations of the Business Office.

Performance Responsibilities:

1. Responsible for coordination and developing the budget planning and implementation process, including budget preparation, administration, and control.
2. Oversees the management of the Business Office staff and overall business operations of the school district and oversees the financial resources of the school district through prudent investment practices.
3. Exercises supervisory capability for adjusting, closing, and reversing year-end entries in order that year-end financial statement accurately and appropriately reflect District revenues and expenditures.
4. Responsible all reporting to the State of Michigan (FID, SID, REP, MSDS, Special Ed, Transportation, TSDL, CRDR, and all others as presented).
5. Bank reconciliations and cash flow.
6. Preparing excel sheets for payroll and benefits, including balancing the payroll system to IRS reporting quarterly.
7. Computer skills to include:
 - a. Microsoft Office
 - b. Spreadsheets (excel)
 - c. Word Processing (word)
 - d. State and Federal data base
 - e. Accounting/Financial Software (District uses School Finance)
8. All other duties as assigned by the Superintendent.