



# White Cloud Public Schools

Building a Tradition of Excellence

www.whitecloud.net

## NOTICE OF VACANCY

### **POSITION: BUSINESS MANAGER**

**LOCATION:** White Cloud Public Schools

**POSTING DATE:** January 31, 2023

**DEADLINE:** Until Filled

#### **DISTRICT DESCRIPTION:**

White Cloud Public School is a Class C school located in White Cloud, Michigan which is about 50 miles north of Grand Rapids, nestled in Northern rural Newaygo County. With much of the community alongside the banks of the White River and the Manistee National Forest, White Cloud is home of many rich scenic views and family activities. White Cloud Public Schools allows staff to grow through mentorships, professional development, and extracurricular activities.

#### **POSITION INFORMATION:**

- Full-Time, Year-Round Position
- Salary Range: \$70,000-\$90,000 Dependent on Experience

#### **RESPONSIBILITIES AND DUTIES:**

The administrator of the business affairs of the District in such a way as to provide the best possible educational services with the financial services available.

- Supervises the financial affairs of the district, including the handling of all funds, accounting and reporting procedures and long-range planning
- Assumes responsibility for supervision of Business Office personnel
- Ability to supervise the operations, transportation and food service departments at the discretion of the Superintendent
- Responsible for coordination and developing the budget planning and implementation process, including budget preparation, administration, and control.
- 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 companies and public school academies in Michigan.
- Exercises supervisory capability for adjusting, closing, and reversing year-end entries in order that year-end financial statements accurately and appropriately reflect District revenues and expenditures.
- Work in collaboration with Central Office staff for all reporting to the State of Michigan (FID, SID, REP, MSDS, SE-4096 and SE-4094 reports, TSDL, CRDR, and all other as presented.
- Supervises accounts payable processes and procedures
- Supervises payroll processes and procedures



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- Responsible for monthly bank reconciliations
- Responsible for monthly reconciliation of all balance sheet accounts
- Responsible for managing cash flow, including state aid borrowings, if necessary
- Manages purchasing and bid procedures
- Perform other duties as assigned by the Superintendent
- Computer skills to include:
  - a. Microsoft Office
  - b. Spreadsheets (Excel)
  - c. Word Processing (Word)
  - d. State and Federal Databases
  - e. Accounting/Financial Software (District uses Skyward)
- All other duties as assigned by the Superintendent.

**INTERESTED CANDIDATES:** Please forward via email or mail a letter of interest, resume with applicable experience and education relevant to position, certifications, and references to the following address: Ed Canning, Superintendent, White Cloud Public Schools, 555 Wilcox Ave., P.O. Box 1000, White Cloud, MI 49349.  
[canninge@whitecloud.net](mailto:canninge@whitecloud.net)

#### Equal Opportunity Employer

NONDISCRIMINATION: In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of White Cloud School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be legally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, White Cloud School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Coordinator (CO). Any questions, suggestions or complaints should be directed to Ed Canning, White Cloud Public Schools, 555 Wilcox Ave., P.O. Box 1000, White Cloud, MI 49349.