



Kalkaska Public Schools

Posting / Employment Opportunity

August 14, 2018

Business Manager/Chief Financial Officer

Qualifications

- Bachelor's degree in business administration, finance or accounting
- MA or MBA preferred
- Michigan School Business Officials (MSBO) eligibility
- Minimum of 5 years of prior work experience in related field
- Current MSBO CFO Certification preferred

Essential Duties and Responsibilities

- Responsible for ensuring that the accounting procedures within school system meet all federal, state and local requirements.
- Responsible for all district financial reports, including but not limited to:
 - Monthly board financial reports
 - Monthly list of bills
 - Annual financial reports required by the State of Michigan
- Responsible for the collection of all revenues and the investment of district funds in accordance with Board policy and state statute.
- Working with the District Administrator and other site administrators, be responsible for development, implementation and oversight of the annual school district budget.
- Responsible, with the site administrators, for ensuring that all student activity accounts operate in accord with board policy and proper accounting procedures.
- Responsible for implementing a purchasing system that makes optimum use of district resources and meets the board policy on purchasing.
- Responsible for the risk management program of the district including recommending and securing proper levels of insurance coverage, maintenance of policies, inventory and appraisal documents.
- In collaboration with the Food Services Supervisor, shall be responsible for oversight of the school food services program, including purchasing, filing appropriate federal and state reports, personnel supervision and collection of revenue.
- Responsible for the district's transportation program including, but not limited to, negotiating transportation contracts, filing appropriate state reports, setting parent bus contracts, bus routes, stops, and maintenance of route lists.
- Responsible for district's maintenance program including but not limited to, working with maintenance personnel to ensure district needs are being met, tracking and maintaining records of all facilities needs and upgrades and overseeing a plan to ensure overall longevity of the district's facilities.
- Responsible for annual update of the school census and retention of census records.
- Responsible for budget development and long-range district financial planning; advises the superintendent on all fiscal and tax matters and economic developments and trends affecting or involving the school district.
- Shall handle any other duties as assigned by his/her supervisor
- Regular and reliable attendance

Salary and Benefits	Salary is negotiable
Deadline	4:00 p.m. August 21, 2018 or until filled
Method of Application	<p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</p> <p style="padding-left: 40px;">Terry Starr Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646</p> <p style="padding-left: 40px;">Or electronically as ONE document to: tstarr@kpschools.com</p>
Contact Information	Please direct questions to Terry Starr via email at: tstarr@kpschools.com .
<p>The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.</p> <p>The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109</p>	