

Whitehall District Schools

Job Posting

Deadline: Friday, June 7, 2013

<u>Post Date</u>	<u># of positions</u>	<u>Position / Description</u>	<u>Notice Deadline</u>
May 24, 2013	(1)	Business Manager / Business Official <ul style="list-style-type: none">• Direct and manage the operation of all financial and business affairs of the district including accounting, purchasing, data processing, and other miscellaneous services.• Provide managerial direction and coordination under board policy guidelines to several key district functions and serve as the chief financial adviser to the superintendent and board of trustees.• Administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.• Collaborates with administrators and staff to provide the resources and support needed for them to be successful• Continuously analyzes the efficiency of the organization searching for best practice• Understands the purpose of a comprehensive public school system is to serve children• Asks questions in an effort to gain understanding• Self-directed individual who understands how to prepare to make timely decisions in a proactive manner	June 7, 2013

Please email Michelle Pulver michellepulver@whitehallschools.net with your credentials.

Applications will be considered complete when they contain a letter of interest, resume, and references that are available to be contacted immediately.

Questions should be directed to michellepulver@whitehallschools.net or jerrymcdowell@whitehallschools.net.
A job description is available upon request.

Postings available at www.whitehallschools.net

WHITEHALL DISTRICT SCHOOLS NON-DISCRIMINATION POLICY

It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Coordinator – School Superintendent, 541 E. Slocum Street, Whitehall, MI 49461 – Phone 231-893-1005. Adopted by the Board of Education, April 27, 1992.



Business Manager / Business Official

PRIMARY PURPOSE:

Direct and manage the operation of all financial and business affairs of the district including accounting, purchasing, data processing, and other miscellaneous services. Provide managerial direction and coordination under board policy guidelines to several key district functions and serve as the chief financial adviser to the superintendent and board of trustees. Administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

QUALIFICATIONS:

Required:

1. Bachelor's degree in education, business management, or accounting.
2. Current MSBO CFO Certification, or eligibility and commitment to gain such certification.
3. A minimum of three years of related work experience, including experience in a supervisory capacity. Advanced technical knowledge of school finance, budgeting and accounting systems.

Preferred:

1. Certified Public Accountant.
2. Master's degree from accredited institution with a concentration in either business administration or public administration, with course work in the following areas: law, accounting, finance, management, personnel, and informational systems.
3. Association of School Business Official International (ASBO) certification for School Finance and Operations Administrator (SFO designation).
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

SUPERVISES:

The Business Manager/Business Official will directly supervise accounting support staff in the business services office. He/she will also work directly with Directors of Curriculum and Special Education, and Supervisors of Maintenance, Transportation, and Food Service.

PERFORMANCE RESPONSIBILITIES:

School/Organizational Climate

- Develops a systematic annual fiscal plan to make budget assumptions for both short-term and long-term capital and operational expenditures. Assists the Superintendent in all budget preparations.
- Provide for an effective two-way communication with staff, community, and board.
- Keep the superintendent informed on the business affairs of the district.
- Prepare and coordinate the development of the district budget.
- Develop and maintain positive staff morale with the business office.

Administration and Fiscal Management

- Develops a descriptive budget document that displays proposed expenditures in a way that is understandable and easy to read, consistent with community and state mandates.
- Supervises and controls expenditure of budget appropriations in accordance with the Board's budget goals and objectives.
- Keep informed of and comply with all state and district regulations and policies concerning public education administration.
- Provide leadership and management for purchasing, accounting, data processing, budget hearings, bond issues, debt management, investments, and other programs.
- Provide leadership to achieve cost-effective practices throughout the district.
- Provide leadership in compiling district budgets and cost estimates; prepare and submit financial reports.
- Direct the district's risk management and insurance programs.
- Develops procedures and supervises programs for purchases of supplies and materials consistent with budget requirements and constraints.
- Directs the development of all accounting and reporting procedures, systems, and upgrades put in place to record budget appropriations, expenditures, and revenues in accordance with acceptable accounting and reporting procedures.

Personnel Management

- Serves as a member of the team which negotiates with bargaining units representing all classified and certified personnel consistent with guidance from the Superintendent and the Board of Education.
- Develops comparative data and cost estimates relating to compensation for negotiations between the certified and classified staff and the Board of Education.

School/Organizational Improvement

- Plan and conduct needs assessments for growth and improvement of the district business operations.
- Ensure that the mission of the business office supports the mission of the district.
- Work with district personnel in projective student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.

Professional Growth and Development

- Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
- Observe professional and ethical standards of behavior in accordance with the state education department code of ethics.

Board and Community Relations

- Articulate the district's mission to the community and solicit its support in realizing the mission.
- Compiles data and reports regularly to the Superintendent and the Board on matters relating to budget revenue and budget expenditures and balances.
- Provide information to board members upon request and attend all committee, regular and special board meetings as requested by the superintendent or his designee.
- Function as the fiscal liaison for the Board of Education with the community and other town officials and agencies.

Such other duties and responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month work calendar. Compensation to be established by the Board, commensurate with experience and market rates.

EVALUATION:

Performance of this job will be evaluated by the Superintendent in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

Reports To:

Superintendent of Schools