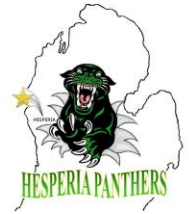




HESPERIA COMMUNITY SCHOOLS

96 S Division
P.O. Box 338
Hesperia, MI 49421-0338
Superintendent Phone: (231) 854-6185, Fax: (231) 854-1586
Website: www.hesp.net



POSITION OPENING

Posting Date: May 9, 2019

Type of Posting: Internal and External

Position: **Business Manager**
Full-time position with benefit package

Qualifications: Candidate will meet the following qualifications:

- Candidate must have a degree in Business Administration, Finance, and Accounting.
- Michigan School Business (MSBO) eligibility
- Computer literacy with accounting, report, grant writing, and presentations software
- Experience with public school payroll processes
- Experience with Specialized Data Systems Software

Performance Responsibilities:

- Oversee all financial operations and direct financial planning and structure
- Coordinate and report financial information to the Board of Education
- Prepare short and long-term financial forecasts for the district
- Oversee audit and tax functions, coordinate activities with outside audit firm
- Develop, implement and maintain accounting and administrative policies and procedures for a wide-range of activities including financial accounting and reporting, employee relations (hiring/terminating policies) and other district policies
- Oversee human resource activities including employee benefits, retirement plans, employee insurance and related activities.
- Other duties as assigned by the Superintendent

Skills:

- Candidate must have a passion for getting things done with an appreciation for details
- Management and problem solving skills
- Excellent prioritization skills
- Ability to make sound decisions
- Technology savvy
- Understanding of Title, Federal, and State grants desired

Location: Central Business Office

Estimated Starting Date: July 1, 2019

Reports to: Superintendent of Schools

Salary: \$40,000.00

Application Procedure: Submit letter of application, resume including references, and copy of certifications to:

Vaughn E. White, Superintendent
Hesperia Community Schools
96 S. Division, PO Box 338
Hesperia, MI 49421
whitev@hesp.net

Deadline for Applying: 3:00 p.m. May 23, 2019 or until filled

Criminal Records Check: By law, the selected applicant is required to complete a criminal records check.