

PLEASE POST - REPOSTED

LEA BUSINESS MANAGER I OR II

Date Posted: August 9, 2021 **Reposted**
Closing Date: August 23, 2021 or Until Filled
Anticipated Start Date: As Soon As Possible
Department: Finance Office

Note: This vacancy may be filled as either a LEA Business Manager I or LEA Business Manager II. Core responsibilities of both positions are contained in the posting for the LEA Business Manager I, below. If the successful candidate has at least three years of experience as a school Business Manager (or equivalent position), holds or will acquire the MSBO Financial Officer certification, and has the leadership skills to mentor and provide guidance to less experienced LEA Business Managers, the candidate may be considered for placement as a LEA Business Manager II. Salary schedules for both positions are provided below.

Summary: The LEA Business Manager will provide financial leadership for the local districts/schools to which they are assigned. This includes the budgeting, accounting, reporting, and control procedures for all of the funds maintained by the assigned local districts. An orientation toward customer service must be obvious in the performance of all job duties. The LEA Business Manager must be a collaborative leader and have the ability to manage all the financial matters of the districts. The LEA Business Manager must be able to work effectively and communicate well with fellow ISD employees as well as all stakeholders of the local districts.

Essential Duties and Responsibilities: *Work is performed under the general supervision of the Assistant Finance Director of the ISD. The LEA Business Manager is also accountable to the Superintendent of the local district(s) the employee supports. General responsibilities of this position include the following (does not include all tasks employee may be expected to perform):*

1. Responsible for all accounting and financial matters of the district:
 - Maintain chart of accounts for the accounting system
 - Employ sound accounting practices to assure adequate records revealing the administration of the budget
 - Prepare, enter and maintain general journal entries as necessary
 - Maintain written manuals, procedures, suspense files, requisitions, purchasing, budgeting and payments in compliance with acceptable accounting standards and district, state and federal guidelines
2. Preparation of the district's annual budget:
 - Budget development and all steps related to review and approval with the Superintendent and Board of Education
 - Prepare all budget amendments as required
 - Prepare monthly reports tracking actual spending versus budget
3. Month end close of financial system:
 - Reconciliation of identified key cash and other balance sheet accounts
 - Monthly reconciliation of all bank statements

4. Internal controls and annual audit:
 - Preparation of various schedules and data gathering for annual audit requirements
 - Key interface with the auditors during the annual audit
 - Write the Management Discussion and Analysis (MD&A) for Audit Report
 - Submission of all required reports and related follow-up actions as appropriate
 - Maintain system of internal control procedures for the district
 - Monitor all funds for proper accounting and approval of expenditures for all funds
 - Assist the Superintendent in carrying out all necessary functions of the district's operation according to the adopted budget, policies of the district, laws of the state and generally accepted accounting principles
5. Preparation of required reports and schedules:
 - Monthly Financial report
 - Balance Sheet
 - Revenue & Expenditure details
 - Cash Flow
 - All reports for various title funds including annual consolidated application
 - Required local, state and federal reports (FID, SE-4096, etc.)
6. Oversee financial functions being performed for the district by other ISD staff members:
 - District payroll and related payroll taxes
 - Ensure all of the district's financial obligations are paid on a timely basis
 - Require a regular requisition procedure from all employees properly channeled through principals, directors and other staff members in sufficient time for cost-effective purchase of supplies through competitive bidding
 - Determine annual millage rates for operational and debt funds, prepare L-4029 for board approval
 - Reconcile property taxes received from the township
 - Invest all receipts and cash reserves according to district policies, the investment laws of the state and the cash flow needs of the district
7. Other:
 - Monitor ISD special education funding for accuracy
 - Maintain and update the district Capital Asset Inventory on an annual basis
 - Using appropriate counsel, prepare and analyze bond issues, debt repayment schedules and long range financial projections for the superintendent and board of education
 - Ensure that bids are periodically solicited for food service management and make recommendation to board.
 - Ensure the district maintains adequate insurance for worker's compensation, general liability, errors and omissions to cover liabilities related to property and actions of district employees and that bids for such coverage are periodically solicited and reviewed
 - Use a personal motor vehicle to travel between work sites
8. Maintain professional certification and up-to-date knowledge of school finance issues:
 - Maintain membership in appropriate professional organization (e.g., MSBO) and participate in regular continuing education, seminars and certification courses
 - Monitor and review state and federal legislation, particularly related to budgets and school financing, and advise Superintendent on issues impacting the district
9. Regular and predictable attendance is required for this position. In-person attendance requirements may vary and will be determined by the supervisor.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Education and Experience: Bachelor's Degree in accounting, finance, or business is required. Master's degree in accounting, finance, or business is a plus. Five years experience in Michigan public school finance or comparable business office positions required. Strong preference will be given to those with

previous experience as a business manager in Michigan schools. Familiarity with schools in Jackson County would also be a plus.

Certificates, Licenses, Registrations: MSBO Business Office Manager (or equivalent) certification will be required and must be pursued if not already held by anyone in this position. MSBO Chief Financial Officer certification preferred. Valid Michigan driver's license and good driving record required.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to compose and write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from various groups including administrators, staff, local school districts within the county, and the general public.

Mathematical Skills: Ability to accurately perform all accounting functions. Ability to define, collect and analyze measurable facts and data in order to develop valid, meaningful conclusions.

Reasoning Ability: Ability to frame and solve a practical problem logically and rationally. Ability to interpret instructions furnished in a variety of forms (written, oral, diagram or schedule).

Other Skills and Abilities: Demonstrated knowledge of Generally Accepted Accounting Principles and good understanding of current trends in accounting, particularly related to public finance, is required. Knowledge and experience in sound business operations of a multi- department organization is required. Strong communication and interpersonal skills are required along with the ability to establish and maintain effective working relationships. Must be "proficient" or "master" user of *Microsoft Word* and *Excel*. Must have successful experience in using a current financial software package/technology. Proficiency in *Munis* financial software is preferred. Must be organized and dependable. Must work well within given time and cost constraints. Must respect and maintain confidentiality. Must carry-out all responsibilities with awareness of all requirements and standards established by the Board of Education.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the incumbent is regularly required to sit, talk, and hear. The employee frequently is required to use fingers, tools, or controls. The employee regularly uses a computer and may be required to lift and/or push up to 25 lbs. The employee is regularly required to reach with hands and arms and continuously will repeat the same hand, arm or finger movement. The employee will regularly travel in personal vehicle to other sites. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually quiet.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is as soon as possible. This is a 52-week position. Placement on the Administrative/Technical/Operational salary schedule

depends upon qualifications and experience; new employee starting salary range is \$62,536 - \$77,757. Paid health, dental, vision, life and long-term disability insurances, sick, vacation and personal business days.

Contact: Interested parties should go to our website, www.jcisd.org to complete an online application.

APPLICATIONS ACCEPTED UNTIL AUGUST 23, 2021 OR UNTIL FILLED

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Five Guiding Principles:

Instruction ~ Quality, Creativity and Relevance

Leadership ~ Envisioning, Engaging and Executing

Service ~ Listening, Caring and then Serving

Community ~ Collaboration and Partnerships

Equity ~ Inclusive, Responsive and Sincere Belonging

Consistent with our purposes and guiding principles, the JCISD is actively pursuing diversity, equity and inclusion in our employment practices. We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential

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