



ROSCOMMON AREA PUBLIC SCHOOLS

Board of Education

299H W. Sunset Dr.
Roscommon, MI 48653
P: (989)275-6600
F: (989)275-8227
www.rapsk12.net

Notice of Available Position: Business Manager

TITLE: Business Manager

REPORTS TO: Superintendent

JOB FUNCTION: To provide accurate and timely accounting services for the District

DISTRICT DESCRIPTION: The District has approximately 800 students and is located in north-central Michigan. Currently, 17% of our students qualify for special education services and about 2/3 of our students qualify for free and reduced lunch. Roscommon Elementary School serves early childhood preschool students aged 3 -5 years old and students in kindergarten through fourth grade. Roscommon Middle School has students in grades 5 through 7. Roscommon High School has students in 8th through 12th grades.

DUTIES AND RESPONSIBILITIES:

- Responsible for budget development, administration and long-range financial planning
- Manage internal controls and proper chart of accounting
- Maintain and analysis of general ledger account for General Fund, Debt Funds, Capital Outlay Funds
- Code all expenditures appropriately to grants, capital projects, general fund
- Assist school lunch program personnel with financial statements and accounting for the monthly submission of claims
- Oversee annual audit and financial statements
- Prepare monthly bank reconciliations for cash accounts maintain in General Fund, Debt Service Funds, and Capital Outlay Fund
- Assemble all reconciled cash balances of on a monthly basis.
- Oversee cash flow, monthly reconciliation, payroll and accounts payable
- Prepare documents for school millage elections, bond payments, and tax collections
- Participate in negotiations and implementation of union agreements
- Oversee Pupil Accounting activities each Fall, Spring and Summer
- Provide finance and budget reports monthly to the Superintendent, Board of Education and Administrators

The mission of Roscommon Area Public Schools is to educate and inspire all students to achieve academic and social growth that leads to personal development for a successful future.

An Equal Opportunity Program / Employer

Auxiliary aids, services, and alternative formats will be made available upon request to individuals with disabilities.

Michigan Relay Center 1-844-578-6563 (Voice and TTY)

The Roscommon Area Public School District gives notice that it does not discriminate based on race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class in the education programs and activities operated by the District, including employment. Inquiries regarding discrimination or Title IX complaints should be addressed to Catherine Erickson,

Superintendent, ericksonc@rapsk12.net, Roscommon Area Public Schools, 299 W. Sunset Dr., Roscommon, MI 48653. 989-275-6600.



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- Oversee MEGS grant system, grant budgeting and input
- Maintain the financial records for the District
- Oversee Human Resource functions for the District, assisting with benefits administration and retirement
- All other duties as assigned by Superintendent.

PROFESSIONAL QUALIFICATIONS:

Required:

- Bachelor's Degree in Business, Finance, Accounting, or related field;
- Eligible for Certification through MSBO;
- 3-5 years school business experience
- Competency with spreadsheets and databases, knowledge of Excel and Word, ability to import/export data, create queries, forms and reports
- Good attendance is required
- Excellent math and analytic skills with attention to detail and accuracy
- Ability to problem solve
- Demonstrates a high degree of confidentiality at all times
- Evidence of consistent positive interactions with employees, colleagues, administrators and outside agencies

Preferred:

- Familiarity with SDS School Accounting Software
- Experience as School District Business Manager

Starting Date: Spring 2024

Letters of interest and supporting materials (resume, copy of college transcripts, 3 references from individuals familiar with candidates work experience) should be sent to:

Catherine Erickson, Superintendent
ericksonc@rapsk12.net
Roscommon Area Public Schools
299 W Sunset
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Posting Closes: When Filled

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