



Camden-Frontier Schools

4971 W. Montgomery Road, Camden, MI 49232

Phone: (517)368-5255 Fax: (517)368-5959

www.camdenfrontier.org

NOTICE OF JOB VACANCY

Position: Business Manager

Timeline: May 22, 2024 – June 14, 2024, or until filled

Location: Camden-Frontier Schools

Time: 12-month position; 8 hours per day

Salary: \$60,000-\$65,000 negotiable commensurate with education and experience

Starting Date: As Soon As Possible

Education and/or Experience:

- Bachelor's Degree in Accounting or Business Administration
- Michigan School Business Official (MSBO) CFO certification preferred
- Minimum of five (5) years of successful administrative experience in school finance, preferably in Michigan public schools

Qualifications Preferred:

- Strong knowledge of GAAP and governmental accounting, Michigan Public School Accounting Manual, K-12 governmental accounting policies and practices
- Demonstrated knowledge of standard software applications, including but not limited to Skyward, Microsoft Office, and Google Suite
- Working knowledge of school finance applications including but not limited to NexSys, GEMS-MARS, MEGS+, Sigma, G6, and CEPI
- Knowledge of state and federal reporting requirements as they pertain to Michigan public school districts
- Excellent analytical, reasoning, and problem-solving skills
- Ability to maintain the highest level of confidentiality, protecting privacy of personnel matters, contract negotiations, Board relationships, and subcontracting bidding procedures
- Maintain discretion at all times
- Exemplify and support the Camden-Frontier Schools Mission and Vision Statements

(continued)

Non-Discrimination Policy: It is the policy of Camden-Frontier Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries or allegations of discriminatory practices within the District should be directed to: Director of Human Resources, Camden-Frontier Schools, 4971 W. Montgomery Rd., Camden, MI 49232 Phone: 517-368-5255.

Position Details:

- Processing of all accounts receivable/receipts for general funds, State Aid, property taxes and grant revenue through the finance system
- Manage the receipt of materials or services and matching of invoices, packing slips and other documentation necessary to process payment and distribute checks according to established procedures
- Reconcile and process all purchasing card transactions
- Make payment to vendors, entering data and maintaining accounts payable files and records
- Verify vendor statements and handle all correspondence involving accounts payable
- Facilitate the resolution of complaints between vendor and customer
- Process purchase orders and purchase requests
- Obtain and maintain W-9 vendor documentation
- Form 1099 (annually)
- Maintain accurate and timely records of expenditures
- Prepare state and federal reports as required by MDE (SE-4096, SE-4094, FID, Excess Costs, Qualified Status Report, etc)
- Prepare and present budgets
- Prepare and coordinate cash flow and borrowing, if necessary
- Prepare and maintain all supporting documents and distribute reports as needed
- Attend and present at Board meetings as needed
- Maintain fixed asset inventory
- Prepare and coordinate fiscal grants
- Advises and audits school personnel on proper fiscal practices, bookkeeping, fundraising guidelines, internal controls, and state and federal regulatory guidance
- Engages in periodic budgetary analysis to inform on legislative impacts, staffing, legacy costs, operational decisions, and short and long-term strategic planning
- Analyzes the financial impact of GASB pronouncements on district and responsible for implementation of accounting changes
- Member of the district's negotiation team as requested and prepares financial analyses on proposals
- Create, implement, and communicate business office procedures and internal controls
- Oversight of food service to ensure compliance with state and federal regulations
- Monthly journal entries and adjusting entries to reallocate or reclassify costs as necessary, monthly bank reconciliation of assets, liabilities, revenue, and expenditures with the general ledger accounts along with year-end pre-audit journal entries for all funds
- Prepare financial reports and budget information for Federal and State grants and process claims for reimbursement in accordance with General Legislative Grant Regulations of the State of Michigan
- Arrange for audits of all accounts and records annually by an independent, certified public accountant
- Performs all other duties as assigned by the Superintendent

Interested individuals should send resume, transcripts, and references to:

Chris Adams, Superintendent
Camden-Frontier Schools
4971 W. Montgomery Road
Camden, MI 49232
Email: jobs@cfss.org