

School Business Manager - Parkers Prairie Public Schools

Full-time school business manager position is available with the Parkers Prairie Public Schools. This is a twelve-month position that includes a competitive salary and fringe benefit package. Salary is negotiable based on credentials and experience. In addition, the District will be providing on the job training and assistance from the current business manager during the 2017-18 school year.

Duties & Responsibilities

- Coordinates the audit process, including preparation of pre-audit work papers and spreadsheets.
- Acts as a resource for staff concerning budgeting, accounting and financial procedures.
- Assists the superintendent with the development of the budget.
- Manages state, federal and local revenue receipts and reporting.
- Coordinates, monitors and manages the district's purchasing and purchasing procedures.
- Supervises the collection of funds to make sure they are appropriately deposited and reported.
- Prepares financial reports for all aspects of the district's operations.
- Implements and maintains the district's accounting system consistent with state requirements.
- Develops financial procedures that allow the District to monitor and meet its cash flow needs.
- Manages the district's property and liability insurance programs.
- Assists the superintendent with employee and other negotiations.
- Establishes and maintains effective working relationships with vendors, area business managers, community members, staff, students, board members and the administration.
- Tracks district liabilities to ensure that all payments are made on a timely basis.
- Manages business office workflow procedures, assignments and training.

Qualifications

- Knowledge of the principles, practices and procedures of accounting.
- Ability to prepare and maintain complex fiscal records and systems.
- Ability to use modern office equipment and related software.
- Strong math skills that include the ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to use spreadsheet software to create charts, graphs, financial models, financial records, and 'what-if' scenarios.
- Ability to establish and maintain positive, effective and trusting relationships with others.

Completed applications include the following: resume, cover letter, at least 3 current letters of recommendation, and a completed application form. The form is available to be picked up at the District Office during normal school hours, or you can download the application form from our website at www.isd547.com. Click on District Information, Employment Opportunities, Printable Application to download the application document.

Completed applications should be sent to:
Superintendent Tom Ames
Parkers Prairie Public Schools
PO Box 46
Parkers Prairie, MN 56361

If you have questions regarding the position, please call Superintendent Tom Ames at 507-273-0135.