



Stephenson Area Public Schools  
W526 Division Street – P.O. Box 509  
Stephenson, Michigan 49887  
(O) 906-753-2221

Category: **Non-Union**  
Location: **General Fund**  
Revised/Reviewed:  
Adopted:

## **BUSINESS MANAGER JOB DESCRIPTION**

**Title:** Business Manager

**Report To:** Superintendent

**Length of Contract:** 260 Days, 12 Months

**Employment Status:** Non-Union, Non-Exempt

### **Qualifications:**

- Bachelor's degree in accounting, Finance, or related field.
- Minimum of Three (3) years of recent and relevant experience in school finance and/or Accounting (preferred).
- Proficiency in accounting software such as eFinance, QuickBooks, SAP, or Oracle Financials.
- Strong analytical skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Knowledge of federal, state, and local regulations related to school finance.
- Familiarity with grant management and reporting processes.
- Commitment to confidentiality and integrity in handling financial information.
- High degree of proficiency in office procedures and protocols.
- Proficient in standard office equipment and word processing/business software applications and efficient use of current office technology.
- High proficiency in spreadsheet and word processing applications.
- Excellent organizational skills.
- Currently have or have the ability to become Michigan School Business Officials (MSBO) certified.
- Driving may be necessary for this position, which would require a valid driver's license.
- Ability to work under pressure and multitask with time-sensitive constraints



### **General Description:**

The Business Manager plays a vital role in the financial operations of the school district. This position involves managing financial transactions, reconciling accounts, preparing financial reports, and ensuring compliance with relevant regulations. The Business Manager will provide quality services to all departments and work effectively with all constituents of SAPS.

### **Essential Functions:**

- Must have regular and reliable attendance.
- Able to effectively give and take direction, as well as work independently and as a member of a team.
- Able to work and communicate effectively with students, parents, staff, schools and community constituents.
- Financial Recordkeeping: Maintain accurate financial records, including accounts payable, accounts receivable, general ledger entries, and payroll records.
- Budget Monitoring: Annual preparation of the assigned district's budget and monitoring budgetary compliance throughout the fiscal year.
- Financial Reporting: Prepare financial statements, reports, and analyses on a regular basis for internal and external stakeholders.
- Auditing and Compliance: Lead and coordinate the annual audit to ensure compliance with accounting standards, government regulations, and district policies.
- Vendor Management: Assist and manage vendor relationships, process invoices, and reconcile statements.
- Perform financial analysis models and/or assessments to support the assigned district's decision-making processes and identify areas for cost savings or revenue generation.
- Software Proficiency: Utilize accounting software and other financial tools proficiently to streamline processes and enhance accuracy.
- Training and Support: Provide training and support to staff members on financial procedures and systems.
- Maintain personal, confidential and general office files
- Other duties and responsibilities as assigned by the Superintendent.

### **Other Duties and Responsibilities:**

- Serve as a positive role model for SAPS constituents, demonstrating how to be a responsible citizen and productive member of society.
- Adhere to SAPS Code of Ethics.
- Ability to carry out other associated duties as assigned by the administration
- Follow all policies or agreements of Stephenson Area Public Schools

### **Additional Working Conditions:**

- This position may require occasional evening or weekend work during busy periods or audit cycles.
- Travel will be required.
- The Business Manager will report to the Superintendent and collaborate with other departments as needed to support the district's financial goals and objectives.
- Occasional exposure to blood, bodily fluid, and tissue.
- Occasional use of a personal vehicle to perform job-related functions.



This job description, in no manner, states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

---

Signature of Superintendent or Designee

---

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Stephenson Area School By-Laws and Policies, which are housed in the Superintendent Office during normal business hours.

---

Signature of Staff Member

---

Date