



VACANCY NOTICE
Internal/External
July 16, 2024

The Sanilac Intermediate School District has an opening for the following position:

POSITION: Business Manager

REPORTS TO: Superintendent

JOB SUMMARY: The Business Manager is responsible for the management and accounting functions of the District's financial and physical resources for the purpose of maximizing the successful execution of the long-term educational program. The Business Manager is responsible for development of annual and long-range budgets; current and long term planning, accounting, and time reporting of all financial matters. Significant areas of responsibility include accounting, payroll and benefits, purchasing, insurances, preparation of annual financial reports and cash management.

QUALIFICATIONS

- Bachelor's Degree in Business, Finance, Accounting or related field, preferred
- Three years' experience in public school accounting, finance and/or grant administration preferred
- Experience and proficiency in Excel and Microsoft Word, required
- Strong analytical, research and mathematical aptitude
- Work well in team environments
- Excellent organization skills
- Dependable and able to handle confidential information with discretion
- Effective communication skills, both written and verbal
- Have high ethical standards and ability to work independently and prioritize

Ability to work under pressure and multi-task with time-sensitive constraints

SALARY: \$75,000 and Benefits

BENEFITS: Based on Sanilac Intermediate Education Association Contract

APPLICATION DEADLINE: Thursday, August 15, 2024

INTERESTED APPLICANTS SHOULD CONTACT:

Duane Lange, Superintendent, Sanilac Intermediate School District
175 East Aitken Road, Peck, Michigan 48466, Phone: (810) 648-4700 Ext. 4241

It is the policy of the Sanilac Intermediate School District that no person shall, on the basis of religion, race, color, national origin, gender, handicap, age, height, weight, marital status or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during programs, activities, and employment. Inquiries regarding this policy should be directed to Renee Jansen, Special Education Director, 175 East Aitken Road, Peck, MI 48466 (810) 648-4700.