

JOB POSTING

February 9 2018

Part-Time Business Manager

The Hartland/Lakeside School District is seeking a knowledgeable, experienced school Business Manager. This position is part-time twelve months a year. Candidate's preferences include a master's degree in school business management or in an equivalent field. Preference will be given to candidates with prior experience and deep knowledge of school/governmental accounting.

The ideal candidate will provide leadership to align resources and will be committed to working with staff, school board, and community members to support fiscal stewardship, continual improvement, and sound budget management.

Qualifications:

- *Experience in school accounting and budget development.*
- *Communicates effectively and works collaboratively.*
- *Successful experience working with the Baird Financial model*
- *Experienced working Skyward Financial Management System*

Responsibilities

- *Organize and manage financial operations and business services of the district.*
- *Prepares accurate periodic financial reports for the District audit.*
- *Submits accurate financial reports to the Wisconsin DPI according to WUFAR.*
- *Keeps the District Administrator and the Board of Education informed of the financial condition of the school district.*
- *Facilitate required audit of district's fiscal activity, including special grant audits and Department of Public Instruction reporting and audits.*
- *Attend meetings and provide support to board and board committees pertaining to finance.*
- *Prepares long-range financial projections to assist in district long-range planning using the Baird Forecast Model.*
- *Assists school district personnel in the planning and preparation of the district budget.*
- *Recommends a budget and periodic amendments to the District Administrator and the Board of Education that continue to maintain a positive fund balance.*
- *Adheres to all legal requirements regarding the district tax levy.*
- *Oversees the district cash flow borrowing program by preparing necessary documents soliciting loan bids, and making recommendations to the District Administrator.*
- *Attends local and state meetings as necessary to carry out responsibilities of this job description subject to approval of District Administrator.*
- *Oversees Food Service Department.*

Other responsibilities outlined in job description and set forth by the District Administrator.

Please apply on WECAN using the following WECAN Link. <https://wecan.educatoin.wisc.edu/#/>