



The Kiel Area School District is now accepting applications for a full-time Business Manager.

Description of Position

The Business Manager shall serve as the chief financial officer of the district under the direction of the District Administrator. The Business Manager shall be responsible for the district's business, operational, financial functions, purchasing and procurement programs and other duties as may be assigned by the District Administrator.

Qualifications:

*Experience in business management and/or administration.

Prefer a candidate who possess or would be eligible for a Wisconsin Business Manager's license (5008)

Application Deadline: October 27, 2017

How to Apply: Candidates must apply online through the Wisconsin Education Career Access Network (WECAN) at <http://services.education.wisc.edu/wecan/>

Starting Date: Position to commence as soon as possible. Candidate will work with the current Financial Services Manager until December 30, 2017 if possible.

Major Responsibilities and Duties:

- Ensure that the accounting procedures within the school system meet all federal, state, and local requirements.
- Develop all district financial reporting, including but not limited to monthly board financial reports, monthly distribution of financial reports to administrators and department managers, an annual financial reports required by the State of Wisconsin.
- Oversee the collection of all revenues, monitor the cash flow of all district funds, and invest excess funds in accordance with Board policy and state statutes.
- In collaboration with the district administrator, develop, implement, and oversee the annual school district budget.
- Ensure that all student activity accounts operate in accordance with board policy and proper accounting procedures.
- Oversee the payroll system that meets all federal, state, and local district requirements
- Maintain a purchasing system that makes optimum use of district resources and updates the purchase order system with current encumbrances.
- Maintain a risk management program of the district including recommending and securing proper levels of insurance coverage, maintenance of policies, inventory and appraisal documents.
- Maintain annual school census and retention of census records.
- Assist the school Board as required, including acting on behalf of school Board officers as is warranted from time to time.
- Oversee the collecting and reporting of school enrollment data as required by state and federal regulations and board policy. These duties include the September, January, summer school, tuition and open enrollment counts and accompanying processes.

- Assure that all financial, enrollment, food service, and state/federal grant audits are conducted as required by state and federal regulations.
- Implement new accounting procedures that promulgated by state and federal agencies.
- Develop training options and/or improvement plans to ensure exemplary business operations.
- Evaluate job performance of employees in Business Office to ensure effectiveness.

The Kiel Area School District is an equal opportunity employer and does not discriminate against applicants on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.