



Valders Area School District

138 Wilson St., Valders, Wisconsin 54245-9645

Voice: 920-775-9500 Fax: 920-775-9509 Web site: www.valders.k12.wi.us

Striving for Excellence!

VACANCY ANNOUNCEMENT

Position:

Business Manager (Director of Support Services)

Position Description:

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. Position will begin January 1, 2018. Candidate will work with the current Director of Support Services for approximately one year.

Qualifications:

- Experience in business management and/or administration
- 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 and all annual financial reports required by the State of Wisconsin.
- Oversee the collection of all revenues, monitor the cash flow of all district, 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 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
- Assist the school Board as required, including acting on behalf of school Board officers as is warranted
- Oversee the collecting and reporting of school enrollment data as required by state and federal regulations and board policy, including the September, January, summer school, census, 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 the state and federal regulations

Salary/Benefits:

\$60,000-\$65,000; salary commensurate with background and experiences. Normal benefit package is available.

Closing Date:

Online applications will be accepted through Friday, November 24, 2017 or until filled. It is the responsibility of the applicant to submit a complete online application by this deadline. An online application which has been initiated but not submitted by the closing date has not met the deadline and will not be considered for the position.

Online Application:

Please visit www.valders.k12.wi.us, under District Admin, Job Openings, select Support Staff link, and follow the VASD online application process instructions. For additional assistance, please contact the District Office at (920) 775-9500.

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