

BLOOMINGDALE PUBLIC SCHOOL DISTRICT  
P. O. BOX 217  
BLOOMINGDALE, MI 49026

**ANNOUNCEMENT OF POSITION VACANCY**

**TITLE OF POSITION:** Business Office Manager

**GENERAL DESCRIPTION:** The Business Office Manager is responsible for the overall business functions of the school district, including payroll and all processing/reporting involved, balancing and maintenance of bank accounts, debt retirement and miscellaneous budgets (projections and amendments) as well as completion of several annual duties associated with the ongoing business affairs of the district. This person oversees cash flow borrowing needs, completes several annual state and federal reports and ensures that all documents are prepared for the annual school district audit.

**MINIMUM QUALIFICATIONS:**

- Possession of a high school diploma or its equivalent and some advanced training through continuing education, junior or four year college preferred.
- Accurate typing and computer skills including knowledge of various computer software programs.
- Knowledge of computerized payroll system(s), school fund accounting principles and state reporting systems completed on line.
- Strong organizational skills and possession of the skills necessary for tasks to be performed (i.e. handwriting, spelling, grammar, math, computer, etc.)
- Ability to be flexible, communicate positively and work effectively with staff and the community.

**EXPERIENCE:** Prior successful experience in an office environment including work in a school business office preferred.

**STARTING DATE:** Spring 2019

**SALARY:** Determined by qualifications.

**CLOSING DATE FOR RECEIPT OF OFFICIAL APPLICATION POSTMARKED ON OR BEFORE:**

February 1, 2019

**APPLICATION:** Please mail letter of interest, resume and three letters of recommendation to:

Deb Paquette, Superintendent  
P. O. Box 217  
Bloomingtondale, MI 49026

Or email to [amanley@bdalecards.org](mailto:amanley@bdalecards.org)

It is the policy of the Bloomingtondale Public School District not to discriminate on the basis of race, religion, national origin, sex, age, marital status, height, weight, or handicap on its employment practice as well as in its educational programs, activities, and services. The District reaffirms its policy to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, and all other applicable federal and state laws and regulations prohibiting discrimination.

Inquires related to section 504, Title VI, and Title IX, and any other Federal or State laws prohibiting discrimination should be directed to Deb Paquette, Superintendent of Schools, P.O. Box 217, Bloomingtondale, MI 49026. (269) 521-3900.