



FENNVILLE PUBLIC SCHOOLS

"Educational Excellence, Community Atmosphere, Global Vision"

FIVE MEMORIAL DRIVE
FENNVILLE, MICHIGAN 49408

Job Posting

- POSITION:** Business Office Specialist
- POSTING PERIOD:** October 21, 2021 – November 2, 2021
- SCHEDULE:** Full year position, 8 hours per day
- LOCATION:** Fennville Public Schools Central Office
- WAGE/BENEFITS:** Beginning at \$19.96 per hour. Credit may be given for previous experience. Benefit package includes medical, dental, and vision insurance; sick, personal, and vacation days; and State of Michigan school employee retirement program options.

PRIMARY RESPONSIBILITIES:

The Business Office Specialist works closely with the Business Manager to help maintain the daily operations of the district including general ledger account activity, special revenue account activity, human resources and business practices of the District. He or she ensures that financial and personnel records are maintained according to District policies, local, state, federal laws and regulations. The Business Office Specialist is responsible for performing various general accounting, human resources, and administrative support duties to assist in the administration of the District's business/HR affairs and to contribute to the efficient operation of the Business Office.

QUALIFICATIONS:

- Associate's or higher degree in accounting, finance or business administration preferred
- 3+ years of accounting experience in an educational related field preferred
- Ability to obtain the Business Office Manager certification through the Michigan School Business Officials (MSBO) within 3 years
- Working knowledge of fund accounting with knowledge of governmental accounting preferred
- Demonstrated knowledge of spreadsheets and databases including use of Microsoft Excel. Ability to efficiently import/export data, create queries and generate reports
- Strong analytical and math skills with attention to detail and accuracy
- Ability to organize, prioritize and problem solve while processing financial transactions
- Dependable, professional, self-directed and self-motivated
- Demonstrated ability to work as an effective team member who recognizes the importance of working with confidential and highly sensitive personnel information

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Monitor invoices for compliance with procedures, Board Policy, auditor expectations, and State regulations
- Process accounts payable invoices and checks, and electronic funds transfer for payments



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- Set up new vendors, W-9 taxpayer identification certifications, credit applications, tax exemption certificates
 - Process billing, online payments and receivables
 - Account for the financial transactions of the District across all funds including State and Federal grants (Title, At Risk, etc); Complete financial expenditure reports for grants
 - Manage several Human Resources functions: onboarding of new employees, answer insurance questions, year-end insurance reporting
 - Maintain fingerprint and personnel files, teacher/support staff contracts, letters of assurance, and various other HR tasks and reporting requirements
 - Assist with District and department budgets. Responsible for monitoring and assisting building and administrative staff with their budgets
 - Assist with bank reconciliations of several accounts/funds and creating and processing journal entries on a monthly/annual basis
 - Reconcile purchase card activity
 - Administer, maintain and reconcile various bank accounts
 - Perform other duties as assigned

REPORTS TO: Business Manager and Superintendent of Schools

Interested persons should submit a letter of application and resume with references to:

Jim Greydanus, Superintendent
5 Memorial Drive, Fennville, MI 49408

Or submit by email to: marileen.pitts@fennville.org

The Board of Education of Fennville Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities including employment opportunities.

Posted: October 21, 2021

Central Office
(269) 722-3350
Fax (269) 722-3351

High School
(269) 722-3450
Fax (269) 722-3451

Middle School
(269) 722-3550
Fax (269) 722-3551

Elementary
(269) 722-3900
Fax (269) 722-3851

Migrant/Bilingual
(269) 722-3350
Fax (269) 722-3351

Alternative Education
(269) 722-3580
Fax (269) 722-3581

Transportation
(269) 722-3820
Fax (269) 722-3821