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201 N. 4th Street, L'Anse, MI 49946
Phone 906-524-6000 • Fax 906-524-6001

April 28, 2025

**ANNOUNCEMENT OF POSITION VACANCY
L'Anse Area Schools**

Position: District Business Office Manager

Job Summary:

The District Business Office Manager is responsible for areas relating to Payroll, Accounts Receivable, Accounts Payable, and Federal and State Reporting. This position addresses tight deadlines and a multitude of accounting activities as it pertains to the above areas. This position also requires:

- leadership and coordination in the areas of finance and business office operations
- financial accounting and reporting in support of activities related to revenues and expenditures in the general fund, Debt Retirement, Capital Projects Fund, School Service Fund, and Student Activities Fund
- provide financial support to the district's educational leaders through enhanced information and reporting, identifying revenue enhancement and expense reduction opportunities
- communicate financial issues of the district to superiors, peers, and subordinates through effective verbal and written presentations

Key Responsibilities:

- Employee entry and payroll paperwork.
- Stay abreast of federal, state, local and district statutes, policies, regulations and procedures for school finance.
- Supervise all accounting functions of the district, including but not limited to accounts receivable, accounts payable, purchasing cards, cash management, and employee reimbursements.
- Maintain/update cash flow schedule and provide spreadsheet for review monthly and/or as requested.
- Coordinate all accounting and financial functions of all LAS Federal and State funded programs.
- Examine financial documents, records and accounts to determine the appropriateness of the transactions, signature authority and assure they are properly recorded.
- Preparation and submission of the annual FID financial report.
- Preparation and submission of the annual Transportation SE 4094 expenditure report and the SE 4096 Special Education Cost Report.
- Responsible for the coordination of the annual independent audit review, including preparation of all appropriate work papers and the review of all appropriate accounts. Work with the auditors on GASB updates.
- Responsible for the banking activities of the district, including wire transfers. Serve as the liaison between our schools and our banking partners.
- Perform financial analysis as identified and requested.
- Reconcile inter fund transactions.

- Communicate with Federal, State and Local agencies as needed.
- Preparation/review of annual reporting including but not limited to: 1099's, Maintenance of Effort-Excess Cost, Catamaran Added Cost, Facility Settlement, Unclaimed Property, State Monthly & Annual returns, Annual Disclosure, 941's, Qualifying Statement, Transparency Reporting, Payroll Reporting, and coordinate with other department reporting requirements.
- Perform other duties as assigned by the Superintendent of Schools.

Qualifications:

- Minimum Bachelor's degree in Accounting/Finance/Business, or higher, from an accredited university
- CPA and/or possess, or qualify for, the Michigan Schools Business Officials Chief Financial Officer Certification
- Three (3) to five (5) years practical work in the accounting field desired: experience in school financial accounting preferred
- Ability to work both independently and cooperatively as part of a team
- Demonstrated ability to manage department work flow with an emphasis on customer service and timeliness, required
- Excellent communication skills, both oral and written
- Experience and proficiency in QuickBooks, Microsoft Excel and Microsoft Word
- Strong analytical, research and mathematical aptitude
- Excellent organization skills

Salary: \$60,000 - \$80,000 depending on credentials and experience

Benefits: Full family medical, dental, vision, and life insurance; state school employee retirement system

Closing Date: May 14, 2025; 3:00 pm or until filled

Application: Candidates should send cover letter, resume, transcripts, credentials, and references to:

Christopher M. Davidson, *Superintendent*

L'Anse Area Schools

201 N. 4th Street

L'Anse, MI 49946

cdavidson@laschools.us

cc: jhochstein@laschools.us

(906)524-6000 x: 111



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