



# HESPERIA COMMUNITY SCHOOLS

96 S Division  
P.O. Box 338  
Hesperia, MI 49421-0338  
Superintendent Phone: (231) 854-6185, Fax: (231) 854-1586  
Website: www.hesp.net



## POSITION OPENING

**Posting Date:** August 18, 2023

**Type of Posting:** Internal and External

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**Position:** **Business Manager**  
**Full-time position with benefit package**

**Qualifications:** Candidate will meet the following qualifications:

- Candidate must have a degree in Business Administration, Finance, and Accounting.
- Michigan School Business (MSBO) eligibility
- Computer literacy with accounting, report, grant writing, and presentations software
- Experience with public school payroll processes
- Experience with Specialized Data Systems Software

**Performance Responsibilities:**

- Oversee all financial operations and direct financial planning and structure
- Coordinate and report financial information to the Board of Education
- Prepare short and long-term financial forecasts for the district
- Oversee audit and tax functions, coordinate activities with outside audit firm
- Develop, implement and maintain accounting and administrative policies and procedures for a wide-range of activities including financial accounting and reporting, employee relations (hiring/terminating policies) and other district policies
- Oversee human resource activities including employee benefits, retirement plans, employee insurance and related activities.
- Other duties as assigned by the Superintendent

**Skills:**

- Candidate must have a passion for getting things done with an appreciation for details
- Management and problem solving skills
- Excellent prioritization skills
- Ability to make sound decisions
- Technology savvy
- Understanding of Title, Federal, and State grants desired

**Location:** Central Business Office

**Estimated Starting Date:** October, 2023

**Reports to:** Superintendent of Schools

**Salary:** \$50,000 - \$80,000, commensurate with experience

**Application Procedure:** Submit letter of application, resume including references, and copy of certifications to:

Bryan Mey, Superintendent  
Hesperia Community Schools  
96 S. Division, PO Box 338  
Hesperia, MI 49421  
meyb@hesp.net

**Deadline for Applying:** Until Filled

**Criminal Records Check:** By law, the selected applicant is required to complete a criminal records check.