

ONTONAGON AREA SCHOOL DISTRICT

701 Parker Avenue
Ontonagon, MI 49953
PHONE (906) 813-0614 FAX (906) 813-0615

September 12, 2023

POSITION OPEN

Business Manager

The Ontonagon Area School District is searching for a Business Manager. The Business Manager reports directly to the Superintendent. The Business Manager will manage all District funds and financial affairs in cooperation with the Superintendent and support all Human Resources functions within the district keeping the district's financial integrity at the center of all decisions. The person hired for this position should be a leader who strives for continuous improvement of processes and the ability to work in a fast paced environment managing multiple priorities at once.

Minimum Qualifications:

- A Bachelors degree in Accounting/Finance/Business or equivalent experience with training
- 3- 5 years experience with nonprofit/governmental accounting
- Have or willingness to obtain Michigan Business Manager Certificate through MSBO
- Detail oriented with good analytical skills
- Experience with accounting processes, federal and state grants, and payroll processing
- Experience with Fund Accounting Systems
- Must have strong experience with Microsoft Excel and Word
- Strong interpersonal and customer service skills required
- Ability to multitask, work under pressure, and meet deadlines
- Attention to detail and deadline-oriented confidentiality,
- Strong time management skills

Desired Qualifications:

- Masters degree in Accounting/Finance/Business
- 5+ years experience in governmental school accounting

Working Conditions:

- Work is predominantly in an office environment
- Work involves frequent disruptions of daily schedule, with flexibility to adjust to continuously changing situations
- Ability to stand and circulate for extended periods of time

- Ability to lift and carry up to 50 pounds

Salary Range: \$50,000 - \$70,000 plus district benefits

For more information please see the [complete job description](#).

Please submit a letter of application, resume to:

Lisa Johnson
Ontonagon Area School District
701 Parker Avenue
Ontonagon, MI 49953


Lisa Johnson, Superintendent

APPLICATION DEADLINE: September 29, 2023

In compliance with Title IX of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliot-Larsen Civil Rights Act of 1977, it is the policy of the Ontonagon Area School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or subjected to, discrimination during any program, activity, service, employment, or process leading to employment. For information contact Lisa Johnson at 906-813-0614 or Ontonagon Area School, 701 Parker Avenue, Ontonagon, MI 49953