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Business Manager

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Company: Michigan School Public Relations Association

Location: Algiers

Category: other-general

Position Details

School District & Community Description:

Located in the middle of Michigan's Upper Peninsula on the shore of Lake Superior and surrounded by protective hillsides and picturesque Munising Bay, Munising Public Schools (MPS) and Community are truly unique. "The Munising area boasts the gateway to Pictured Rocks National Lakeshore, Hiawatha National Forest, Grand Island Recreation Area, numerous waterfalls, and a host of other natural wonders, all in close proximity." MPS is a district of 570 students and over 100 employees who are served in two buildings. Munising Middle/High School (6-12) and William G. Mather Elementary (PK-5) offers spectacular views with excellent educational and extra-curricular opportunities to match. The Munising Mustangs are proud to offer a wide array of academics, athletics, fine arts, industrial arts, hands-on experiential learning, and 1:1 laptop technology. The Vision of the Munising Public Schools centers on and . Due to our proximity to Marquette and Northern Michigan University, opportunities abound for our students, staff, and community members. "We welcome you to learn more about Munising Public Schools and the Munising Community and our most treasured asset, the people that live, learn, work and play here." Please apply to become a Mustang!

Job Summary:

This position is responsible for leading, planning and controlling the business affairs and financial management of the school district in accordance with generally accepted accounting principles and school district policy. This includes budgeting, financial accounting, financial

analysis, internal and external reporting, cash management, financial forecasting, purchasing, contract administration, payroll, capital projects accounting and bonding. This leadership position supervises business office personnel and serves on the Superintendent's Administrative Team.

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