

Elementary & High School  
201 College Ave.  
Britton, MI 49229  
Phone: 517.451.4581  
Fax: 517.451.8595



Upper Elementary & Middle School  
252 Deerfield Rd.  
Deerfield, MI 49238  
Phone: 517.447.3015  
Fax: 517.447.3216

## **Britton Deerfield Schools**

### **JOB POSTING: Business Office Manager**

#### **Job Summary**

To administer the business affairs of the district, providing the best possible educational services with the financial resources available to ensure success.

#### **Minimum Requirements**

1. Degree in Accounting/Finance/Business required; Experience in accounts payable and purchasing; Background in Accounting; Ability to use various software packages
2. Ability to maintain financial records and fiscal accountability
3. Ability to communicate effectively with staff and community in all written and oral communications.
4. Ability to utilize and operate computers and software.
5. Ability to manage time effectively.
6. Ability to maintain confidentiality at all times.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### **Responsibilities**

1. Supervise the management of the financial affairs of the district.
2. Assist the Superintendent with budget development and long-range financial planning.
3. Establish and supervise a program of accounting adequate to record in detail all money and credit transactions.
4. Supervises all accounting operations.
5. Facilitate required audit of District's fiscal activity.
6. Manage the District's investment of idle funds.
7. Supervise the collection, safekeeping, and distribution of all funds.
8. Provide timely reporting of income and expenditure for all funds.
9. Supervise reconciliation of all bank accounts authorized by the Board.
10. Supervise preparation of purchase orders and payment of bills.
11. Assist in preparing Board agenda information related to business-related items.
12. Act as advisor to the Superintendent on all questions relating to business and financial affairs of the District.
13. Assist in the publishing of required annual budget and report of fiscal activity, notice of budget hearing, and truth-in taxation hearing.
14. Approve vouchers and invoices.
15. Conduct cost analysis, financial, salary and wage, and fringe benefits surveys.
16. Responsible for filing reports on a timely basis with the Michigan Department of Education related to Special Education Expenses, Transportation, Food Service, FID, Title Funds and all others related to the business of the District.

17. Determine employees' placement on appropriate wage scales.
18. Manage the District's tax-sheltered annuity program.
19. Work closely and cooperatively with independent auditors. Notify and certify the completed audit to the State. Notify local media of completed audits and have the audit report available for the public.
20. Manage grants, including reporting and implementation.
21. Available to undertake any other assigned tasks from the Superintendent or Board of Education.
22. Punctual, reliable and predictable attendance is required

## **SUPERVISES**

Accounts Payable Specialist, Payroll Specialist, director of food service, transportation, custodial, and maintenance services with the superintendent.

## **Hours**

TBD—salary employee

## **Pay**

Commensurate with years of experience and school related experience.

Please send cover letter, resume, and three references to:

Stacy Johnson, Superintendent  
Britton Deerfield Schools  
201 College Ave  
Britton, MI 49229  
517-451-4581 ext. 101  
Email: [stacy.johnson@bdschools.us](mailto:stacy.johnson@bdschools.us)

All application materials due by Wednesday, July 3, 2025 @ 4:00 PM