

International Falls Public Schools, an equal opportunity employer, is seeking a Business Manager to oversee all financial and business operations of the School District. International Falls Public Schools is a Pre-K, K-12 school with an approximate enrollment of 900 students and an operating budget of \$14,500,000 revenue and expense. The full job description can be found on the District's website under employment listings.

Type of Position: Administrative Full Time Exempt Position

Starting Wage: \$68,880

Essential Duties and Responsibilities Include: Comprehensive knowledge of the principles, practices and procedures of school financial administration; comprehensive knowledge of the general laws and administrative policies governing school budgeting and financial practices and procedures; thorough knowledge of account structure and database management. Compliance with GASB, GAAP, UGG and all state and federal statutes pertaining to school district finance; Planning, organizing, preparing and monitoring the school district's budget; overseeing the business operations including payroll, benefits, human resources, purchasing, accounts payable and accounts receivable MARSS student accounting and nutritional services departments. Manage all accounting processes, controls and procedures; monitoring and ensuring all accounting processes meet UFARS requirements; overseeing and coordinating all auditing processes and implementation of audit findings; performing financial analysis to assess the financial condition of the school district; preparing and presenting financial forecasts and reports on the financial condition of the school district to the Board of Education and Superintendent; cash management; student enrollment forecasting and trending; school board secretary and election clerk, manage all property/liability and worker's compensation insurances, health, life, and dental insurance contracts; developing, preparing and compiling financial data and information needed for collective bargaining; Assist Superintendent with human resources relating to FMLA, FLSA, ESST, and all state and federal employee compliance laws and regulations.

Manage the District's Human Resources and Financial Management Skyward systems including system setup, security and integration, as well as, collaboration with the Technology Director on all modifications, upgrades and data system management of the Skyward systems.

Qualifications: Bachelor's Degree in accounting, finance, business administration or related area is required. A minimum of five years experience in a School District Business Manager position is preferred, or a minimum of four (4) years in accounting, finance or business administration including one year in supervisory capacity is preferred. The preferred candidate must have excellent written and verbal communication skills, be proficient in researching, interpreting and analyzing financial data, and possess the ability to work collaboratively with colleagues, community stakeholders, and others to achieve School District goals.

Application form may be obtained online at www.isd361.org and should include non-licensed application form, resume and references. Send application by fax, e-mail or mail to:

Kendra Bennett
Falls High School
1515 11th Street
International Falls, MN 56649
Fax: (218) 502-8772
E-Mail: kbennett@isd361.org

Position open until filled;
First round of application/resume review begins April 1st, 2024