



~~ Internal & External Posting ~~

**Henning Public School - ISD 545**  
**is accepting applications for a:**  
**Business Manager**

The Henning school district is seeking a dynamic Business Manager to join our school district. The Business Manager will play a crucial role in managing the district's financial resources, ensuring compliance with accounting standards, and supporting the overall fiscal health of our district. Our Business Manager will have the privilege of working with a great staff, administration, school board, and community. Here at the Henning School District we strive to Help Each Child Succeed.

***This is a part-time position. Individuals may apply as well as agencies or schools wishing to sell contracted services***  
***This vacancy will be posted until filled.***

**Qualifications:**

- Bachelor's or Master's Degree in Business Administration, Accounting, Finance, or closely related field required.
- Accounting experience in a business or school environment.
- Strong customer service skills.
- Prior government or school experience preferred.

Reports to: Superintendent

Contract length: 12 months.

Job Goal: The business manager will manage and direct the financial functions of the district to include accounts payable, accounts receivable, the budgeting process, the annual audit, financial grant and investment management.

**Performance Responsibilities:**

- Coordinate the general accounting functions of the district, prepare reports and statistics that reflect the financial position of the district.
- Audit claims and submit a list of approved claims to the school board for payment.
- Code receipts.
- Account for fixed assets owned by the district.
- Serve as a consultant on grant proposals.
- Supervise the payroll department.
- Prepare and submit all required reports for food service as required by the Minnesota Department of Education.
- Under the supervision of the Superintendent, prepare the revenue and expenditure budget, and their revisions, for presentation to the school board.
- Responsible for investments of all surplus funds for the district.
- Acquire adequate insurance coverage for property and personnel of the district.
- Monitor the purchasing of all supplies and equipment used by the district.
- Prepare bids/quotations as required by law.
- Serve as a resource to the school board regarding finance issues in the master agreement with district employees.
- Manage the transportation expenses.
- Supervise the inventory equipment owned by the district. Prepare for distribution of annual inventories.
- Other duties as assigned.

Interested applicants should send a letter of interest, resume, credentials, and 3 letters of reference to:

Superintendent Melissa Sparks  
500 School Avenue  
Henning, MN 56551

or email materials to [msparks@henning.k12.mn.us](mailto:msparks@henning.k12.mn.us)

Open until filled.

*"Henning Public School is an Equal Opportunity Educator/Employer"*