

Announcement Of Vacancy

For

Business Manager

**Wa-Nee Community Schools
1300 North Main St.
Nappanee, IN 46550**

The Vision of Wa-Nee Community Schools . . .

is to prepare students to be adaptable individuals with the life and educational skills necessary to become responsible and ethical citizens. Student achievement and success is maximized through an exemplary staff, utilizing a wide array of resources and technology, in safe and secure facilities.

Wa-Nee students graduate equipped to seize the opportunities of the 21st Century.

Wa-Nee Community Schools is seeking an innovative, enthusiastic and dedicated leader for the position of Business Manager. The individual selected for this position will be responsible to lead, direct and administer the business and financial operations of the school system. Primary responsibilities include managing financial accounting systems and preparing the annual budget including all related approvals and Department of Local Government Finance (DLGF) forms/processes. The Business Manager will be responsible for preparing/analyzing strategic and long-range planning financial projections as well as leading the management of day-to-day financial operations of the district in accordance with accepted accounting procedures, including state and federal guidelines. The Business Manager will also serve as Corporation Treasurer.

Wa-Nee Community Schools prides ourselves on our “*Tradition of Excellence*”, and the successful candidate must possess the background skills and abilities to continue our tradition of excellence and build on our strong community partnerships.

More information regarding the requirements and criteria for this position can be found under the *Employment* tab at www.wanee.org.

Wa-Nee Community Schools

Title/Position:	Business Manager
Date Posted:	December 6, 2023
Board Action:	January 22, 2024
Start Date:	To be negotiated
Corp Name/School:	Wa-Nee Community Schools – Administration Office

JOB QUALIFICATIONS & REQUIREMENTS

Responsible to: Superintendent **Supervises:** Food Service Director
Business Office Personnel

Terms of Employment: 12 months **FLSA Status:** Exempt

Evaluated by: Superintendent

Evaluation Period:

- Formative evaluations throughout the school year as per WCS Performance and Assessment Procedures.
- Annual summative evaluation prior to July 1.

Purpose of the Position: Manage and direct the business office while preparing the school budget, writing, and managing grants and oversee the management of business office.

Classified as Confidential Employee: Functional responsibilities or knowledge in connections with the issues involved in dealings between the school corporation and its employees require strict adherence to confidentiality.

Minimum Requirements: The following are the qualifications and minimum requirements necessary for a person to perform this job.

- Bachelor's Degree in Business Administration, Accounting, or Finance
- Technology skills: Office Suite (Word, PowerPoint, Excel, and Outlook), document production software, and web site software
- Extensive knowledge/experience in business office responsibilities
- Strong organizational and leadership skills
- Knowledge of school budgets
- Knowledge of business office protocol
- Excellent communication skills both oral and written

Essential Functions of the Position: The following functions have been determined by Wa-Nee Community Schools to be essential to the successful performance of this position.

- Direct and evaluate all business office personnel, Food Service Director, and Extra-Curricular Treasurer(s)
- Oversee and respond to questions regarding State Board of Account audits
- Prepare, present, and manage annual school budget based on Indiana State Law
 - School Budget
 - Assist superintendent in the preparation, proposing, advertising of school budget
 - Complete necessary reports on Gateway
 - Prepare and distribute annual budgets to principals, special education, technology, nursing, curriculum, transportation, and maintenance
 - Calculate and complete all year end transfers
- Approve monthly bank reconciliation
- Approve all monthly claims prior to board approval
- Approve payroll each pay period
- Prepare all grant reimbursements
- Complete the following reports:
 - IDOE-CE – Certified Report
 - IDOE-NP – Non-Certified Report
 - CRDC - Personnel and Expenses categories
 - Debt Reporting – Gateway
 - Other Post-Employment Benefits – Gateway
 - 100R – Gateway
 - Collective Bargaining Report – Gateway
- Participate in Natural Gas Coop Meeting and vote on natural gas purchases

- Explore new grant opportunities
- Complete and approve the Form 9
- Oversee all FMLA requests and reporting
- Oversee all retirees' calculations
- Complete Protected Taxes documentation to DLGF
- Renew all necessary bonding
- Oversee the preparation of all teacher and administrator contracts
- Invoice necessary schools for tuition support payments
- Prepare all VEBA payments
- Prepare all payment documentation for Construction Account
- Update Fixed Assets List per State Board of Accounts
- Oversee all Textbook Collection
- Complete Annual Financial Report for DOE
- Complete Annual Financial Report for State Board of Accounts
- Complete Annual Risk Assessment for ECA through Gateway
- Complete all E-Rate documents
- Complete Continuing Disclosure Paperwork
- Monthly Financial Reports to Superintendent and School Board
- Investigate and process all Title IX complaints
- Prepare and maintain Classified Staff Handbook
- Assist superintendent with teacher contract negotiations
- Oversee Cafeteria Operations
- Plan and administer annuity, teacher retirement, and severance accounts
- Prepare CDs and sweep accounts and monitor cash flow
- Advise principals on issues relating to human resources
- Prepare, maintain, and update Corporation Internal Controls
- Prepare and submit all assigned reports through Gateway
- Assist superintendent in preparing early tax draw letters for spring and fall
- Prepare and process transfer tuition reports
- Complete Debt Service paperwork
- Manage and report for all Affordable Health Care Act requirements
- Process and submit all TSA reporting

Secondary Functions of the Position: The following functions, while important and necessary to the position, have been determined by Wa-Nee Community Schools to be marginal to the successful performance of this position.

- Cross train with other Business Office Personnel
- Perform other duties and responsibilities as directed by the Superintendent.

Knowledge of:

- Policies, procedures and functions, office management
- Federal and State Grant Programs
- Policies, procedures and functions of Wa-Nee Community Schools Board of Trustees and the Indiana Department of Education
- Applicable software and applications

Ability to:

- Plan, organize, and schedule priorities.
- Use independent judgment and initiative in making sound decisions and in developing solutions to problems.
- Discreetly handle confidential and politically sensitive matters.
- Make independent decisions in accordance with established policies and procedures.
- Tactfully and courteously respond to requests and inquiries/complaints from the general public and staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with students, staff, and the community.

Equipment Used:

- General Office Equipment (computer, telephone, copier, fax machine).

Place Where Work is Performed:

- Wa-Nee Community Schools Administration Office (Business Office)

Physical Demands:

- Must be able to sit and/or stand for long periods of time.
- Must be able to stoop, kneel or crouch.
- Must be able to hear and speak clearly.
- Must be able to lift items of 20 lbs. regularly/50 lbs. occasionally.

How this Job Description was developed:

This job description was developed by the HR Department.

CONTACT INFORMATION

Name:	Dr. Scot Croner, Superintendent
Phone:	(574) 773-3131
Email:	scroner@wanee.org
Fax:	(574) 773-5593 (fax)
Address:	1300 North Main Street, Nappanee, IN 46550

APPLICATION INSTRUCTIONS

Please submit the following – **Applications due by December 22, 2023**

- Letter of interest along with a current resume
- Pertinent information regarding your qualifications and experience along with a copy of college or university transcripts
- Three (3) letters of reference
- Complete an application for employment available online at [Wa-Nee Community Schools](http://www.wanee.org)

NON-DISCRIMINATION POLICY

Wa-Nee Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Position: Business Manager / Corporation Treasurer

Will be responsible to supervise Accounts Payable, Payroll Clerk, and Business Office Clerk

Will be evaluated by: Superintendent

Evaluation Period:

- Formative evaluations throughout the school year as per WCS Performance and Assessment Procedures.
- Annual summative evaluation prior to July 1.

Terms of Employment: 260 days – July1 to June 30

Purpose of the Position: Manage and direct all business office responsibilities

This position is classified as Confidential Employee: Functional responsibilities or knowledge in connections with the issues involved in dealings between the school corporation and its employees require strict adherence to confidentiality.

APPLICATION PROCESS

An application packet should include:

- ✓ A letter stating personal qualifications and reasons for interest in this position
- ✓ A current resume
- ✓ A completed application for employment. Forms are available online at [Wa-Nee Community Schools](#)
- ✓ Copy of college or university transcripts
- ✓ Three (3) letters of reference

SELECTION PROCESS

Applications Due:	December 22, 2023
Interviews:	Week of January 1, 2024
Board Appointment:	January 22, 2024
Starting date:	To be negotiated

Send completed application and required materials to:

Dr. Scot Croner, Superintendent
Wa-Nee Community Schools
1300 North Main Street
Nappanee, IN 46550
(574) 773-3131 ☎ (574) 773-5593 (fax)
scroner@wanee.org