

Britton Deerfield Schools

Home of the Patriots

Britton Elementary and High School
201 College Ave.
Britton, MI 49229
(517) 451-4581
Fax (517) 451-8595

Deerfield Elementary and Middle School
252 Deerfield Road
Deerfield, MI 49238
(517) 447-3015
Fax (517) 447-3216

JOB POSTING

August 20, 2024

JOB OPENING:

Business Manager

Britton Building

Requirements:

High School Diploma
Computer Skills
Communication Skills
General Office & Interpersonal Skill
Business Experience preferred

Hours/Location/Pay

6:30-3:00 (1/2 hour unpaid lunch)
260 day position

Job Description

Handles accounts payable expenditures
Responsible for purchase orders, invoices
Prepare Board Reports and attend meetings
Responsible for ordering supplies
School payroll and retirement reporting
State Reporting
Budgeting and Borrowing
Balance Statements
Prepare and coordinate fiscal grants
Monthly journal entries
Yearly school audit
Maintaining employee contracts
Maintain fixed asset inventory
Food service monthly reports
Great Start monthly reports
Ability to do excel spreadsheets
Property tax collection process and reconciliation
Maintaining and reconciling general ledger accounts
Serve as an expert in electronic systems- Red Rover

Send resume by September 1, 2024 to:
Stacy Johnson, Superintendent
Britton Deerfield Schools
201 College Ave
Britton, MI 49229
517-451-4581 ext 101

Email to: stacy.johnson@bdschools.us