



Sevastopol School District

Sturgeon Bay, Wisconsin

Pioneering the Next Generation

BUSINESS MANAGER/BOOKKEEPER

<p>JOB SUMMARY</p>	<ul style="list-style-type: none"> • Under the general supervision of the superintendent, the Business Manager has the responsibility to provide sound fiscal management in the operation of all financial matters, including the development and management of the school budget, the borrowing and investing of money, payroll, human resource administration, and the management of accounts receivable and payable. Prepares and submits State and Federal reports and acts as the district's open enrollment coordinator.
<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Associate or Bachelor's Degree in accounting or comparable experience • Previous experience in school district financial management or a similar role preferred • Possess the ability to manage time and work in an environment with multiple expectations • Must have excellent communication (oral, written, and listening) and interpersonal relations skills to maintain an effective relationship with board members, administrators, teachers, support staff, community members and legal professionals
<p>SUBMIT</p>	<ul style="list-style-type: none"> • Apply on: https://wecan.education.wisc.edu • Letter of interest* • Resume of qualifications • Three references with current phone numbers <p>*(Internal applicants only need to send a letter of interest)</p>
<p>TO</p>	<p>Kyle Luedtke, Superintendent Sevastopol School District 4550 Highway 57 Sturgeon Bay, WI 54235 (920)743-6282- Ext 1104 kluedtke@sevastopol.k12.wi.us</p>
<p>DEADLINE</p>	<p>Until filled</p>

SEVASTOPOL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER