

## **Business Manager - Wayne Community Schools**

**Description** - Wayne Community Schools is seeking a qualified candidate for the position of Business Manager. The primary responsibility of the Business Manager is the financial management and accounting procedures of the school district.

Responsibilities include but are not limited to; financial leadership, management of finances, payroll, accounts payable, final financial reports for federal and state programs and grants, assisting with budgeting, budget maintenance, check reconciliation, and all other duties as assigned by the Superintendent. Experience with accounting software is required. The position will be filled as soon as possible so that the person hired can work with our current Business Manager during the transition. Requirements include but are not limited to; economics and accounting, administration and management, personnel and human resources, general knowledge of clerical systems, and highly organized.

**Qualifications:** A Bachelor's degree or higher is required. Experience in business management and accounting required. Excellent professional communication skills and the ability to work cooperatively in a team environment is essential.

**Other information:** This position is 12 months beginning as soon as possible, and no later than June 1st. Salary will be commensurate with experience. A full benefit package is available with this position.

**Application procedure:** Job application is available on our website at <https://www.wayneschools.org/vnews/display.v/SEC/District%7CEmployment>

Please send your application, cover letter, resume, and recommendations to:

Dr. Mark Lenihan, Superintendent

Wayne Community Schools

611 W. 7th St. Wayne NE 68787

malenih1@waynebluedevils.org

Applications will be accepted until the position is filled. Wayne Community Schools is an Equal Opportunity and Veterans Preference Employer.