



Concord Academy Boyne

Business Manager Position

Concord Academy Boyne has an opening for a Business Manager position for the 23/24 school year. This person will be responsible for the financial records and processes for the school. This is a part-time, year-round position, with some remote work possible.

Description of Duties:

- *Budget Planning and Revisions
- *Budget Reports including Final Expenditure Reports
- *Manages Grants and Title funds
- *Processes Payroll bi-monthly
- *Attends Monthly Board Meetings and reports financial updates to Board
- *Processes Staff Contracts and AFLAC/FSA claims
- *Bill Payment, Reconciling bank statements, and oversees various accounts
- *Prepares records for Annual Audit

Salary: Annual salary dependent on qualifications and experience.

Qualifications:

- *Bachelors Degree Preferred
- *Two years experience in Finance, Accounting, or Bookkeeping necessary
- *Ability to communicate well with different stakeholders

Please direct any questions to Rebekah Leist at 231.582.0194, or rleist@concordboyne.org. Interested parties should submit a cover letter and resume to Rebekah Leist, Administrator.