



Columbia School District
613 Wildcat Way
Columbia, MS 39429

The Columbia School District is seeking highly qualified applicants for the position of:

Business Manager

Qualifications:

1. Bachelor's Degree in accounting or business-related field
2. Five to Ten years of experience in accounting, preferably in a public school district
3. Experience as Business Manager\ Assistant Business Manager preferred
4. Mississippi State Department of Education certification

Reports To: Superintendent

Supervises: Accounts Payable and Payroll\ Human Resources

Job Goal: To formulate and administer the budget in a manner based on sound accounting principles consistent with the laws of the State of Mississippi and the philosophy of the school district.

Performance Responsibilities: Responsibilities of performance are outlined in the job description for this position.

Terms of Employment:

1. 12-month employment
2. Salary to be established by the Board

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of certified personnel.

Application Process: Complete an application, which must include an attached résumé on the Columbia School District website:

www.columbiaschools.org

