



GREENVILLE PUBLIC SCHOOL DISTRICT  
P.O. Box 1619  
Greenville, MS 38701  
(662) 334-7000

## VACANCY ANNOUNCEMENT

### Business Manager

#### QUALIFICATIONS:

- A degree in finance, accounting, business administration or related field.
- Valid School Business License (endorsement 420) or be eligible to obtain a provisional license.
- Minimum of three years of experience as a Business Manager or Assistant Business Manager.

#### JOB GOAL:

- To administer the fiscal affairs of the district efficiently, expeditiously, and to the ultimate benefit of each student enrolled.

#### RESPONSIBILITIES:

##### **Management of Educational Resources**

- Administers the finances of the district with sound fiscal management and educational practices.
- Assists with the development of the budget and makes allocations to schools in an equitable manner.

##### **Major Responsibilities:**

- Directs fixed asset plan.
- Reconciles or reviews reconciliation of all bank accounts maintained by the district.
- Maintains a continuous internal auditing program for all funds.

##### **Planning and Supervision:**

- Arranges for audits of financial statements annually by a CPA firm or the State Auditor's Office.
- Supervises payroll, insurance accounting, activity funds, receipts process, accounts payable, and fixed asset accounting.

#### NOTICE/CLOSING DATE:

Applications will be accepted until the position is filled. Applicants selected for an interview will be contacted.

#### APPLICATION:

Applicants should complete an application online at [www.gvillepublicschooldistrict.com](http://www.gvillepublicschooldistrict.com).

**CONTACT:**

If you should have questions, please contact Mrs. Janet McDavid–Collins, Human Resources Director, at [jcollins@gpsdk12.com](mailto:jcollins@gpsdk12.com).

As required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Greenville Public School District does not discriminate on the basis of sex, race, religion, age, handicap, national origin or veteran status.