

MADISON COMMUNITY UNIT SCHOOL DISTRICT #12

602 FARRISH STREET
MADISON, IL 62060
PHONE (618) 877-1712
FAX (618) 877-2690

TO: Qualified Applicants
FROM: Dr. Andrew P. Reinking, Superintendent
DATE: August 12, 2020
RE: **Business Manager/Payroll Supervisor**

Projected start date: To Be Determined

Terms of Employment This is a 12 month, Board appointed position, compensation and benefits to be determined by the Board of Education. This will be an IMRF or TRS position based on the successful applicant's qualifications.

Qualifications:

- Illinois State Certificate in Administration, with Chief School Business Official endorsement **or**
- Advanced training, such as represented by an MBA or CPA **or**
- B.A. Finance/Accounting **or**
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Must be eligible for bonding
- Must have five (5) years or more experience in finance

Duties:

- Supervises the management, safekeeping, and distribution of all funds/financial affairs of the Districts;
- Acts as adviser to the superintendent on all questions relating to the business and financial affairs of the district;
- Assumes responsibility for budget development, budget control and long-range financial planning;
- Prepares and executes payroll according to schedule set by the board;
- Supervises all accounting operations including payroll, accounts payable, and accounts receivable;
- Manages the district's insurance programs;
- Supervises the district's supporting services, through the Director of Buildings and Grounds, transportation, purchasing, food services, and business services;
- Interprets the financial concerns of the district to the community;
- Arranges for the internal auditing of school accounts;
- Debt service and capital funds;
- Collective negotiations including serving on the management team as assigned, preparation of fiscal data, development of techniques and strategies, sharing of appropriate information with employee units and participation in mediation and arbitration as required;
- Development of Board Policies and Administrative Procedures related to business office operation and fiscal affairs;
- Serve as the School District's agent for the Illinois Municipal Retirement Fund and the Teachers' Retirement System;
- Participates in professional organizations at local, State and national levels;

- Attends conferences and workshops to enhance awareness of new concepts and changes to practice and legal requirements;
- Supervises Human Resource Operations including, but not limited to: administration of benefits, Family Medical Leave Act, compensation management, compliance management.
- Performs such other duties and assumes such other responsibilities as may be assigned by the Superintendent.

Reports to: Superintendent

Contact person: Dr. Andrew P. Reinking, Superintendent
andrew.reinking@madisoncusd12.org
sybil.banks@madisoncusd12.org
602 Farrish Street
Madison, IL 62060
Phone (618)877-1712
Fax (618)877-2690

Application Criteria:

Application
Proof of degree
Resume
Three letters of reference

All interested applicants, please respond in writing by 3:30 p.m., Friday, August 21, 2020. Position will remain posted until filled.

Madison CUSD #12 does not discriminate on the basis of race, color, national origin, sexual orientation, gender or disability.