**Business Manager - *260-day contract***

Heartland Career Center is searching for an individual who will be responsible for assisting with the financial management of the school – development, monitoring, reporting and execution of the school’s operating and capital budgets, grants and other funds. This position is also responsible for providing leadership and oversight to the areas of the budget and planning, accounting, purchasing and payroll. Another role of this position will be to provide information to the public regarding the financial costs of the school and advises the Director on financial issues; communicates with the Heartland Board of Managers while ensuring compliance with all state/federal regulations.

**Expectations:**

* Provide leadership and assistance to ensure effective financial systems and processes within the school.
* Manage the day-today operations of the School’s funds and Extra-Curricular funds.
* Prepare annual financial reports in compliance with the Indiana Department of Education and the State Board of Accounts based on related accounting standards and regulations.
* Ensure compliance with accounting, disbursement and reporting requirements of agencies from which grants have been received.
* Consult with the Director, Board of Managers and other staff as questions arise relating to the school’s finances.

**Minimum Qualifications:**

* Possess experience in the accounting and finance field. Experience in school finance is preferred.
* Experience in a supervisory capacity. Must possess the ability to plan and supervise the work of others.
* Must possess excellent communication skills.
* Must possess the ability to establish/maintain effective working relationships with students, staff, parents and the public.

**Supervision Exercised:** The position provides the overall supervision of Budget, Accounting, Payroll and Purchasing.

**Supervision Received:** Director

\*\*\*\*Interested persons should obtain an application on the Heartland Career Center website at

 [Heartland Support Staff Application](https://9989f389-be68-43f5-a66d-b06de2f386a1.filesusr.com/ugd/2ba31e_172e916a39de40559ac99b56872822c6.pdf)

Please submit a completed application along with any credentials, resume, transcripts and any applicable information to: Mr. Mark Hobbs, Director

Heartland Career Center

79 S 200 W

Wabash, IN 46992-8510