

Souris Valley Special Services Opening: Business Manager

The Souris Valley Special Services unit is looking for a **Business Manager** who is a widely adaptable and self-motivated individual. The successful candidate will work cooperatively with staff within SVSS and the 18 member districts to promote unit goals while managing the business affairs of the unit to ensure the effective and efficient utilization of financial resources.

Start Date: December 4, 2017

Terms of Employment: 12 month contract; Full time preferred but will consider part time.

Required skills:

- Must have a vehicle and current driver's license;
- Evidence of strong communication skills, both verbal and written;
- Basic ability with computer-based accounting systems; and
- Basic understanding of compiling and reporting data.

Responsibilities/duties:

1. Manages the financial affairs of the unit including investments.
2. Directs the accounting and payroll operations and procedures.
3. Supervises the collection, distribution and protection of all unit funds and other assets.
4. Supervises the unit's real estate, insurance and inventory programs.
5. Works with Director in the preparation of the annual financial audit.
6. Advises the Director and Board of Directors regarding the financial affairs of the unit.
7. Prepares the monthly and annual financial reports as required.
8. Prepares the budget including analysis, execution, control, and long range financial planning.
9. Arranges for the publication and distribution of the adopted annual budget.
10. Assists in the submission of all federal financial reports.
11. Assists in recruiting, hiring, induction and evaluation of supervisors, clerical and financial support personnel.
12. Coordinates and submits federal child count information.
13. Coordinates meetings of the Souris Valley Special Services Board including agenda preparation, recording and publishing minutes.
14. Manages, supervises and coordinates all capital improvement projects.
15. Performs other duties assigned by the Director of Souris Valley Special Services.

Application deadline: November 1, 2017

Application requirements: Complete application on the ND Job Service website and upload your letter of application, current résumé, and 3 letters of reference to the site.

Apply to:

Dr. Alison Dollar, Director
Souris Valley Special Services
1370 20th Avenue SW. Minot, ND 58701