

# ALEUTIANS EAST BOROUGH SCHOOL DISTRICT

PO Box 429  
Sand Point, AK 99661-0429

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~ OPENING ANNOUNCED ~

## BUSINESS OFFICE MANAGER

Location – Sand Point, Alaska

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The Aleutians East Borough School District (AEBSD) is seeking a Business Office Manager to work from its District Office in Sand Point, Alaska.

The Sand Point School and District Office are located on Popof Island, just off the east coast of the southern tip of the Alaskan Peninsula. The District currently services the Sand Point School and three other rural schools with the Aleutians East Borough. The King Cove School is located on the southern end of the Peninsula, with the False Pass School on the first island of the actual Aleutian Chain on Unimak Island, and the Akutan School located on Akutan Island just southwest of there. There are approximately 250 students in Pre-School through Grade 12, 30 Certified Teachers, several Administrators, and around 25 classified employees. The Business Office includes the Business Manager and the Accounts Payable/Business Office Specialist.

### Minimum Qualifications

Bachelor's Degree with an emphasis in Business or Accounting required

### Desirable Qualifications

Master's Degree in Business Administration preferred

Experience in managing business operations for a school district preferred

### Responsibilities

The Business Manager shall serve as the chief financial officer of the District under the direction of the Superintendent. The Business Manager shall be responsible for the District's business and financial functions, food service reporting, purchasing and procurement, assist with personnel functions, and other duties as may be assigned by the Superintendent.

### Essential Duties:

1. Ensure that the accounting procedures within the school system meet all Federal, State, and local requirements.
2. Develop all District financial reporting, including but not limited to monthly Board financial reports, financial reports to principals and directors, and financial reports required by the State of Alaska.
3. Oversee the collection of all revenues, monitor the cash flow of all District funds.
4. In collaboration with the Superintendent, develop, implement, and monitor the annual School District budget.
5. Monitor and reconcile all general ledger accounts.
6. Ensure that all student activity accounts operate in accordance with Board Policy and proper accounting procedures.
7. Monitor and maintain IBM iSeries computer system with Weidenhammer CIMS Financial Management System software.
8. Oversee the payroll system, meeting all Federal and State requirements.
9. Maintain a purchasing system that makes optimum use of District resources and updates the purchase order system with current encumbrances.

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10. Maintain a risk management program of the District including recommending and securing proper levels of insurance coverage.
11. In collaboration with the school principals, oversee food service purchasing and reporting to the State of Alaska, as appropriate.
12. Prepare for and ensure that all financial, food service, and state/federal grant audits are conducted as required by state and federal regulations.
13. Implement new accounting procedure promulgated by State and Federal agencies.
14. Supervise the process of bid preparation, specifications, and collection.
15. Supervise the district Business Office Specialist and provide training as necessary.
16. Other duties as assigned by the Superintendent.

**Start Date: To Be Determined**

**Starting Salary: \$88,000 Annually – DOE**

**Contract Term: 260 days (July 1-June 30)**

**Benefits:**

- Excellent Health Insurance package, as afforded to all AEBSD certificated contracted employees
- Life Insurance policy, as afforded to all AEBSD certificated contracted employees
- Leave: Annual, Personal, Sick, along with district-designated holidays
- One (1) round trip at lowest prevailing airfare Anchorage/Sand Point – annually

**Application Closing Date: OPEN UNTIL FILLED**

To apply or for further information contact:

**Michael Seifert, Superintendent**

**email: [mseifert@aebsd.org](mailto:mseifert@aebsd.org)**

**(907) 383-5222**

