

North Valley Career & Technology Center is seeking a BUSINESS MANAGER

12 Month Position

Salary Negotiable Depending on Experience

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Accounting or related field AND three years public sector financial and business operations management experience, preferably in an educational environment;

**OR** an equivalent combination of education, training and experience. For more information check out <https://northvalleyctc.org/about-us/career-opportunities/>.

Email cover letter, resume, and three reference letters to [michael.hanson@k12.nd.us](mailto:michael.hanson@k12.nd.us)

Starting date: January or date agreed upon

**Job Title:** Business Manager

**Location:** North Valley Career & Technology Center (NVCTC), Grafton Office

**Reports to:** Director

**Status:** Hourly

**Employment Type:** Full-time, 12-Month Position with full benefit package

**Start Date:** January, 2025

**Minimum Qualifications:** Bachelor's Degree in Accounting or a related field. At least three years of experience in public sector financial and business operations management, preferably in an educational setting;

OR an equivalent combination of education, training, and experience.

**Essential duties and responsibilities may include, but are not limited to the following:**

- Assist the Center Director and Board on finance and business functions.
- Manage all financial and business operations of programs managed by NVCTC, which may include local, state, and federal grants.
- Implement financial strategies and board policies in order to support organizational goals and maximize reimbursements.
- Prepare, send, and present financials prior to and during board meetings
- Take minutes during and keep records of board meetings.
- Prepare a budget with guidance from the Director and assistance from staff.
- Oversee budgeting, financial reporting, and ensure compliance with public sector regulations.
- Oversee payroll, purchasing, and accounts payable/receivable operations.
- Coordinate audit procedures, which often includes a federal audit
- Oversee and manage employee benefits.
- Oversee the preparation of state and federal reports
- Work with member district business managers and administration to coordinate budgets and payments
- Create employment and service contracts, agreements, and purchase contracts as delegated by the Director and/or board.
- Assist Director, Board, and Staff through negotiations
- Collaborate with Director on payroll issues and provide support as required to implement payroll policies
- Work with the Director and staff to develop understanding of the procedures expected for business functions by the Center.
- Assist in communications with federal, state, and local officials on business and finance issues.
- Provide appropriate written communications for the Board, Director, and staff

**Evaluation:** By the Center Director at least twice each year in the first three years of service (December 15 and April 15), and at least once each year thereafter (April 15).