

**NOTICE OF VACANCY**  
**November 24, 2025**

**MARLETTE COMMUNITY SCHOOLS**  
**6230 EUCLID ST**  
**MARLETTE, MICHIGAN 48453-1399**

**ANNOUNCEMENT OF POSITION VACANCY**

<b><u>TITLE OF POSITION:</u></b>	<b>BUSINESS MANAGER</b>
<b><u>GENERAL DESCRIPTION:</u></b>	Responsible for the overall financial operations of the district.
<b><u>MINIMUM QUALIFICATIONS:</u></b>	Bachelor's Degree in Business Administration required. Three years successful work experience in office administration/accounting preferred. Ability to meet certification requirements as Chief Business Official through MSBO preferred. Experience with Skyward Software and Microsoft Office Programs preferred.
<b><u>SPECIFIC DUTIES AND RESPONSIBILITIES:</u></b>	Oversee business office operations. Develop and administer the district budget, annual and long term. Manage accounting software. Preparation and completion of annual financial audit. Contract Negotiations. State Financial Reporting. Complete job description on file in the Superintendent's Office.
<b><u>STARTING DATE:</u></b>	December 2025
<b><u>BEGINNING SALARY:</u></b>	\$63,000 - \$68,000 Based on Experience and Certifications
<b><u>DEADLINE:</u></b>	<b>Monday, December 8, 2025</b>
<b><u>SUBMIT:</u></b>	Letter of Application Resume References
<b><u>APPLY TO:</u></b>	Superintendent of Schools Marlette Community Schools 6230 Euclid St. Marlette, MI 48453
<b><u>Or email:</u></b>	<a href="mailto:james.marshall@marletteschools.org">james.marshall@marletteschools.org</a>
<b><u>FINGERPRINTING:</u></b>	New employees must have fingerprints on file with the District prior to employment. Employees will be responsible for all fees associated with the fingerprinting.

<p>It is the policy of Marlette Community School District that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.</p>
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