

THE MISSISSIPPI SCHOOL FOR MATHEMATICS & SCIENCE

1100 COLLEGE STREET MUW-1627 COLUMBUS, MISSISSIPPI 39701 Main Office (662) 329-7670



ANNOUNCEMENT OF VACANCY - MAY 29, 2024

BUSINESS MANAGER

The Mississippi School for Mathematics and Science is accepting applications for the position of Business Manager. This person will work under the supervision of the Executive Director. The primary responsibilities include sound fiscal management, effective budget administration, accurate human resources management, and evaluating all processes and procedures on campus relating to fiscal and HR issues. This person will work collaboratively with the Administrative Assistant to the Executive Director/Director of Operations and the administration to carry out the daily activities of the Executive Offices.

The Mississippi School for Mathematics and Science is a public, residential high school for academically talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women, Columbus, Mississippi. For more information about MSMS, please visit <http://www.themsms.org>.

RESPONSIBILITIES

- Maintains department/school budget and provides budgetary reports to the Directors. Manages the daily financial activities of the school, which include budget management and control, accounting, purchasing, and business planning and management; ensures compliance with MDE/MUW policies and procedures and state and federal regulations.
- Coordinates with MSMS departments/MUW to process financial and personnel transactions.
- Communicates with the Controller's office and Procurement and Contracts office on all activities related to accounts receivable and accounts payable for assigned budget.
- Reconciles and balances financial records with the Controller's office on a regular basis; audits financial records for accuracy, availability of funds, and conformance to MUW and MSMS departmental policy and procedure.
- Processes requisitions for purchases, facilitates contract reviews, and serves as procurement and purchasing agent for MSMS and follows MUW/State purchasing laws.
- Assists the Executive Director and other Directors to develop the annual operational budget; prepares the annual budget as required by law, meeting all mandated deadlines. Monitors and amends budget throughout the fiscal year.
- Collects and makes available fiscal data needed for planning and documentation.
- Ensures that all funds are received and deposited appropriately.
- Develops and implements systems to maintain records on employees, purchasing records, and compliance activities.
- Communicates with staff concerning business matters and advises staff of proper procedures. Stays abreast of MUW/MDE financial, personnel, and travel policies and procedures. Coordinates and maintains personnel functions.
- May participate in development, implementation, and maintenance of policies, objectives, and short-and long-range planning; develops and implements projects and programs to assist in the accomplishment of established goals.
- Prepares and submits to the MDE budget reports and budget information as required and all other required reports in advance of the deadlines.
- Implements and manages the computer software programs to accomplish financial management and accounting tasks.
- Creates financial, budgetary, and human resource policies as needed with the Executive Director.
- Attends Advisory Board and professional meetings as appropriate.
- Other duties as assigned.

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DESIRED SKILLS/CHARACTERISTICS

- Expert knowledge of BANNER is highly desired.
- Skill in budgets management, accounting, payroll, and fiscal processes.
- Skill in organizing resources and establishing priorities.
- Proficiency in the use of computer technology for accounting and other administrative tasks, including MS Excel.
- Proficiency in managing human resources and hiring procedures for a school.
- Ability to communicate with school/district stakeholders.
- Proficiency in purchasing procedures and processes.
- Ability to foster a positive, cooperative work environment.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

MINIMUM REQUIREMENTS

1. Bachelor's degree or higher in **Accounting, Business Administration, Finance**, or other related field; related experience of 8 to 10 years may satisfy the degree requirement, depending on the type of work.
2. Hold or be eligible to acquire a license as a School Business Administrator in accordance with [State Board Policy Chapter 71, rule 71.2](#).

PREFERRED QUALIFICATIONS

1. Master's degree in **Accounting, Business Administration, Finance** or related field.
2. Experience in budget management, financial reporting, procurement, or personnel management within an academic or university setting.

TERMS OF EMPLOYMENT

1. The salary range is \$62,000 - \$70,000 based on qualifications and experience.
2. The position is contracted for twelve (12) months.
3. Mississippi state insurance and retirement benefits.
4. The reporting date will be on or before **July 1, 2024**.

To start the application process, a candidate should submit a resume with references included and a cover letter to business@themsms.org. All applicants will be acknowledged but only selected candidates will be invited for an interview. **Screening of application materials will begin on June 8, 2024.** The position will remain open until filled.

For more information, visit <https://themsms.org/about/employment-opportunities> or contact:

Office of the Executive Director
Mississippi School for Mathematics and Science
1100 College Street, MUW-1627
Columbus, MS 39701
business@themsms.org
(662) 329-7674

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