

District Business Manager

Humphrey Public Schools, located 20 minutes from Columbus, NE and 30 minutes from Norfolk, NE is accepting applications for the position of District Business Manager. HPS is seeking an individual for a full-time position in the district office to support the financial and data functions of the PK-12 school district. Responsibilities may include, but are not limited to:

- Activity/General fund accounting
- Payroll Processing
- NDE/Government reporting
- Budgets
- Student Data
- Grants Management
- Purchasing
- Breakfast/Hot Lunch Accounts
- Other functions as assigned

A strong applicant will have the following qualifications and experience:

- Excellent analytical and communication skills with high attention to detail.
- Strong organizational skills
- Ability to adapt to change and work independently.
- Accounting/Bookkeeping
- Payroll
- School finances
- Microsoft Office
- Knowledge of Accounting Systems
- PowerSchool
- Ability to pass a background check

Responsibilities and pay will both be based on the qualifications and experience of the candidate.

Start Date: The opening is due to a retirement on June 30th, 2023. The training period could start on or about July 1, 2023.

Humphrey Public Schools is an equal-opportunity employer. The position will remain open until filled.

Additional Information

This is a 12-month position. We offer excellent benefits including: Health Insurance, Retirement (NPERS), Holidays, Personal Leave and Sick Leave provisions.

Interested applicants should send a completed Classified Employees Application posted on our website (<https://www.humphreybulldogs.org/>) under District Info, then on Employee Opportunities along with a letter of interest, resume, and list of references to: Brice King, Superintendent
Humphrey Public Schools 405 South 7th Street Humphrey, NE 68642
briceking@humphrey.esu7.org. EOE Employer