

# BADGER INDEPENDENT SCHOOL DISTRICT NO. 676

P.O. Box 68

110 Carpenter Avenue East  
Badger, Minnesota 56714-0068

Phone: (218) 528-3201

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Webpage: [www.badger.k12.mn.us](http://www.badger.k12.mn.us)

## School Business Manager - Accountant

Responsible for the financial activities and general fiscal operations of the school district:

Oversee budgeting, purchasing, accounting (i.e., payables, receivables, general ledger accounts, journal entries, reconcile statements), employee payroll and benefits, planning with administrators and department heads promoting good stewardship of resources related to efficient operations as well as providing fiscal tracking and analytic reports on a routine basis at public Board of Education meetings and for each annual independent audit.

Preferred, but not required: Working knowledge of the Uniform Financial Accounting and Reporting Standards (UFARS) used in Minnesota public schools as well as understanding state and federal statutes applicable employee labor contracts or the willingness to learn on-the-job with mentoring guidance from professional networking opportunities offered through Minnesota Association of School Business Officials (MASBO), Region 1 (Moorhead), Northwest Service Cooperative (Thief River Falls) and Minnesota Department of Education (MDE).

This a salaried full-time 40 hours per week, twelve-month position

Days of Service: Mondays through Fridays, 8 hours per day and/or 40 hours per week  
(duty hours to be determined)

Salary & Benefits: Compensation dependent upon qualifications, job-related experience and Badger employee labor relation agreement language. This position is eligible for Minnesota Public Employee Retirement Association (PERA) public pension fund.

Qualifications: Experience: Proficient computer skills related to accounting spreadsheets and database management;  
Proficient in accounting, payroll, bookkeeping;  
Excellent organizational skills and interpersonal skills;  
Effectively work with individuals in a variety of settings;  
Preparation for annual external independent audit;  
Demonstrated observance of confidentiality; and  
Prefer school business office experience with knowledge of MN school finance.

Education: College/university degree in accounting or finance-related field of study preferred; otherwise, certifications/credentials related to accounting, payroll, bookkeeping.

For your convenience, there are three ways interested candidates may apply:

1. Interested candidates should access, print, and complete an application that can be found at our website: [www.badger.k12.mn.us](http://www.badger.k12.mn.us)  
>click on "About Us"  
>click on "Employment Opportunities"  
>click on "Badger School Non-certified Application"
2. Interested candidates may also stop in-person at the school office to pick up an application to be completed at:  
Badger Community School  
110 Carpenter Avenue East  
Badger, MN 56714
3. Otherwise, interested candidates may send a letter of interest, résumé, copy of credentials, certifications or college/university transcripts, and contact information for three references or three letters of support emailed to [kricke@badger.k12.mn.us](mailto:kricke@badger.k12.mn.us) or sent by postal mail to:  
Badger Community School  
P.O. Box 68  
Badger, MN 56714

Please contact Superintendent Kevin Ricke if additional information is necessary

Application Closing Date: **Open until filled**; prompt application encouraged

Qualified candidates will be contacted by telephone for an interview

Date of Availability: As soon as possible contingent upon completed background check and Board of Education employment approval