



BUSINESS MANAGER

Buffalo Lake-Hector-Stewart ISD #2159 is seeking applicants for a full-time **Business Manager**. Individual must be able to work independently & think critically as well as understand complex financial data. Duties include but are not limited to: Prepare annual budget, grant management & financial reporting for state & federal programs. Cash flow management. Prepares & processes all accounts payable, bank accounts, special education billings, fixed assets, 1099 reporting & all other areas of the district accounting system. Applicants interested in this position should forward a letter of interest, current resume, three (3) current letters of support & completed BLHS Non-Certified application (found online at www.blhsd.org) to:
Eileen Koeberl, BLHS Schools,
PO Box 307, Hector, MN 55342.
Phone 320-833-5311 ext. 242.
BLHS ISD #2159 is an AA/EO employer.
**Position will remain open until filled.*