

SCHOOL BUSINESS MANAGER

Education and Training Connection a local non-profit is seeking a qualified individual with accounting/financial management experience to administer business operations for secondary educational programs.

Qualifications:

- Degree in Accounting/Finance/Business required.
- Experience in Accounts Payable and Purchasing.
- Ability to work with State and Federal budget/grants.
- Ability to work with various software packages (prefer SDS experience)
- Minimum of three years of experience in one of the above fields, including at least one-year experience in a management capacity.

Job Type: Part time (20-28 hours per week), potential for full time.

Pay: \$22,000 to \$28,000 per year

Submit cover letter, application or resume to:

Education and Training Connection, Attn: HR
884 E. Isabella Rd., Midland, MI 48640
Fax: (989)631-4541
or email Christine.Murphy@etc-1.com

Application Deadline: Open until filled.

Education Training and Connection operates without discrimination on the basis of gender, race, religion, national origin, age, or disability in compliance with Title VI, Title VII, Title IX, Section 504, ADA, and all other applicable civil rights legislation. ***EDUCATION AND TRAINING CONNECTION is an EQUAL OPPORTUNITY EMPLOYER.***