



Michael G. Musary, Ed.S.
Superintendent of Schools

74500 Burk Street, Armada, Michigan 48005 • (586) 784-2112 • FAX: (586) 784-4268

INTERNAL VACANCY BUSINESS MANAGER 2026

November 20, 2025

- POSITION:** Business Manager
- DEADLINE:** December 1, 2025 (or until filled)
- APPLY TO:** Please provide resume and letter of interest to the Superintendent's Office, Armada Area Schools, 74500 Burk Street, Armada, MI 48005; or email ttomayko@armadaschools.org.
- QUALIFICATIONS:** B.S. in Business or equivalent work experience; have a thorough knowledge of computer applications (including spreadsheet, word processing, and database software); have a thorough knowledge of the Government Auditing Standards; have the ability to analyze information and make decisions; have a positive, cooperative attitude when dealing with staff and community, plus any alternatives to the above as deemed necessary.
- SALARY:** TBD
- REPORTS TO:** Superintendent
- JOB GOAL:** To work collaboratively with the Superintendent in all areas of accounting; to complete reports and correspondence in an accurate and timely manner; to oversee all district grants, all auditing procedures, all accounts payable and receivable procedures, and payroll and benefits; and to establish an effective rapport with staff and community.
- PERFORMANCE RESPONSIBILITIES:**
1. Coordinate the completion of the annual audit including the Federal Audit, acting as the liaison on behalf of the district with communication to/from auditors
 2. Responsible for the day-to-day risk management and insurance claims reporting for the district
 3. Record journal entries and close the books on a monthly basis
 4. Security liaison for AS/400; and ensure district is compliant with Bulletin 1022
 5. Support and train district staff in the use of the AS/400
 6. Coordinate and monitor district grants.
 7. Prepare various spreadsheet financial analyses
 8. Attend various financial user meetings and conferences
 9. Prepare various Board, district, MISD, State and Federal financial reports; including FID reporting
 10. Assist the Superintendent in the preparation and administration of the budget
 11. Be knowledgeable of district and building policies and procedures
 12. Any and all other duties as assigned by the Superintendent
- EVALUATION:** Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

A handwritten signature in black ink that reads 'Michael G. Musary'.

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