



Bronson Community Schools
Bronson, Michigan
INTERNAL/EXTERNAL JOB POSTING

January 22, 2025

Position: Administrative Assistant to the Superintendent & Business Office/District Pupil Accounting Coordinator

Start Date: As soon as possible

Job Summary

The desired candidate works independently and uses their skills to support district staff and the Board of Education. Strong technical skills, professionalism effective communication, a growth mindset, and the ability to manage multiple projects under deadlines are essential. A positive, welcoming attitude, along with cooperation, flexibility, punctuality, and confidentiality, is key to success in this position.

Qualifications

- Minimum requirement of high school diploma
- School district/business office work experience preferred
- Understand and practice professionalism and confidentiality at all times
- Willingness to attend training and obtain certification as it relates to job duties
- Exceptional written and verbal (in-person and telephone) communication skills; ability to draft professional emails, memos, and reports with a high degree of professionalism and clarity.
- Exceptional organizational skills
- Proficient use of Google Work Space or willingness to learn

Duties And Responsibilities

- Administrative Assistant to the Superintendent & Business Office
 - Collaborate regularly with the Superintendent and business office staff on various projects
 - Run criminal history checks for potential volunteers, coaches, and third-party contractors
 - Attend and take minutes at monthly Board of Education meetings
 - Act as a liaison to the Board of Education
 - Manage Board of Education Shared Google Drive
 - Attend Neola Policy meetings and manage Neola site
 - Manage Frontline Education job applications and postings
 - Manage Frontline Education Absence Management
 - Manage district website
 - Business Office Duties
 - Maintain records in SMART accounting system
 - Make regular bank deposits on behalf of the district/its programs
 - Reconcile monthly statements
 - Oversee Student Activity Funds
 - Oversee the district supply order
 - Maintain incoming and outgoing mail
 - Process Purchase Orders

- Pupil Accounting Coordinator
 - Submit pupil account reports to the State of Michigan, as required
 - Prepare pupil accounting audit for Calhoun ISD
 - Maintain School of Choice applications
 - Skyward Student Information System Key Contact
- Other duties as assigned by the Superintendent/Business Manager

Application Deadline: Until Filled - Interviews with qualified candidates will be conducted as applications are received.

Please apply for this position using the application on our website:

- [Support Staff Application](#)

Return completed application, letter of interest and resume/send questions regarding this position to:

Kate Wall, Superintendent
wallk@bronsonschools.org
Bronson Community Schools
501 E. Chicago St.
Bronson, MI 49028
517-369-3260

STATEMENT OF NONDISCRIMINATION

It is the policy of the Bronson School District that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or any of its programs or activities

NEED TO ESTABLISH RIGHT TO WORK

In accordance with the federal law, any person employed by the district must provide evidence that s/he is eligible to work in the United States.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.