

SCHOOL DISTRICT OF WHITE LAKE

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Finance Manager Job Description

Board Approved 9/16/2026

Reports To: District Administrator

Job Goal: To apply strong leadership and business skills to promote sound fiscal management across the District.

Guiding Value: Work collaboratively with all staff to provide fiscal leadership in the ongoing learning, support, and development of the District.

Key Responsibilities

Financial Strategy, Budgeting & Annual Meeting

- Partner with the Superintendent to forecast funding and expenses, develop the annual District budget, and research banking and investment opportunities.
- Compile necessary figures and documentation for the Annual Meeting, and submit tax levies to the DPI and local townships.
- Prepare and present comprehensive monthly financial reports, statements, and board reports for regular Board of Education meetings.
- Serve as an active member of the administrative team and assist in developing administrative procedures.

Fiscal Operations & Accounting

- **Accounts Payable & Receivable:** Reconcile purchase orders to invoices, code and enter cash receipts into Skyward, process approved AP items, deliver bank deposits, and handle banking reconciliations.
- **General Ledger & Audit:** Maintain general ledger accounts, process credit card reconciliations, track inventory appraisals/disposals, and compile required documentation for annual audits.
- **Special Funds:** Reconcile monthly student activity accounts and scholarship funds, and manage bus garage rental/utility invoicing and fundraiser cash boxes.
- **Purchasing:** Establish purchasing procedures alongside the District Administrator and assist staff with ordering and Skyward requisition access.

State (DPI) & Federal Reporting

- Complete DPI reports including Staff, School Calendar, School Census, AGR financial, Food Service financial, Pupil Count (twice yearly), Direct Aid Certification, and WISEdata (Budget, Annual, and School Level reports).

- Manage WISEgrants (IDEA, Title I/II/IV, Early Childhood, Carl Perkins), including budget creation, DPI grant submissions, and tracking Maintenance of Effort requirements.
- Complete quarterly federal and state tax filings, High Cost Special Education reports, DWD reports, and EMMA continuing disclosures.
- Handle quarterly Medicaid financial reporting, desk reviews, annual reports, staff pool lists/calendars, and coordinate with CESA 8 for billing.

Payroll and Benefits Administration

- **Payroll Processing:** Reconcile timecards, verify time off, process payroll, distribute end-of-year W2s/1099s, and manage payroll taxes and liabilities.
- **Contracts & Negotiations:** Compile staff, teacher, and co-curricular contracts; issue support staff letters of intent; and prepare salary documentation for labor negotiations.
- **Benefits & Insurance:** Administer health, life, and LTD benefits, update OPEB actuarial data, handle WRS retirement submissions, manage worker's compensation, and oversee property and business insurance.
- **Onboarding & Records:** Onboard new hires into the finance/payroll systems, maintain employee records.

Operational Support

- Provide periodic front-office coverage (answering phones, assisting students, making copies, providing meds).
- Handle annual SAMS renewal and represent the district at unemployment hearings as needed.

Required Qualifications & Skills

- **Leadership & Integrity:** Demonstrates ethical conduct, high attention to detail, self-direction, and strict confidentiality regarding personnel and operational matters.
- **Technical Skills:** Proficiency with accounting software (Skyward experience preferred) and technology that enhances administrative business operations.
- **Collaboration:** Strong teamwork, organizational, and communication skills to work effectively with staff, board members, and external entities (e.g., CESA 8, DPI).
- **Professional Growth:** Commitment to ongoing development through professional memberships, regional/state meetings, and relevant coursework.

Physical Demands & Work Environment

- Regular interaction with staff, students, and community members.
- Frequently required to sit, stand, walk, speak, and listen.
- Requires high levels of concentration, close/color vision, and attention to detail.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Equal Opportunity Employer

The School District of White Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with

disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.

***This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of the employee. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.*

Terms of Employment: 12-Month Salaried Position

Salary: Determined annually by the Board of Education

Evaluation: Performance of this job will be evaluated annually by the District Administrator. Evaluations for school business managers or directors in Wisconsin are governed by Wis. Stat. § 121.02(1)(q) and its administrative rule Wis. Admin. Code § PI 8.01(2)(q).

Approved: