



Wellman-Union ISD
Job Posting

Job Title: Business Manager

Department: Administration
Reports to: Superintendent
Full Time

Primary Purpose:

Direct and manage the business operations of the district including: finance, payroll, insurance, federal funds, PEIMS, human resources, purchasing, records management, election clerk, policies, state/federal audits.

Qualifications:

Education/Certification:

Hold degree in a business-related field or educational administration.

Special Knowledge/Skills:

Knowledge of budgeting, accounting systems, and payroll processing
Working knowledge of financial applications and accounting
Ability to use software to develop spreadsheets and perform data analysis
Ability to implement policy and procedures
Ability to interpret data
Ability to manage budget and personnel
Strong organizational, communication, public relations, and interpersonal skills

Salary and Benefits

Salary starts at \$36,000-1st year
\$250/month contribution toward health insurance
\$10,000 Life Insurance
226 Days/12 months

How to Apply

Applicants will need to go to <https://wellman.esc17.net/> and click on "employment opportunities", fill out and "auxiliary application." Submit application to district using address below.

Contact

Wellman-Union ISD
PO BOX 69
Wellman, TX 79378
806-637-4910