



BAY MILLS
Community College

12214 W. Lakeshore Dr. Brimley MI 49715
Hours: Mon-Fri 8-4:30pm | 1.906.248.3354

BAY MILLS COMMUNITY COLLEGE-Charter Schools Office is seeking a Finance Specialist.

Qualified applicants would have a Bachelor's Degree in Accounting, Finance, or Business Administration; and five years of experience working in a governmental, non-profit, or public school environment.

The Finance Specialist is responsible for public school academy oversight activities in the area of accounting and finance, which includes the review of audited financial statements, quarterly financial statements, original and amended budgets, and long-term financing requests. The Finance Specialist also conducts an analysis of the financial condition of the each academy, serves as a member of the reauthorization team, identifies areas of financial concern, prepares complex reports, and communicates with the Charter Schools Director, staff, boards, and government officials.

Interested candidates submit letter of application, resume, tribal affiliation (if applicable) and copy of transcripts (official transcripts required upon hire) to:

Bay Mills Community College
Human Resources Director
12214 W. Lakeshore Dr.
Brimley, MI 49715
swalden@bmcc.edu

Application deadline is **September 15, 2017**

For more information, visit bmcc.edu/about-bmcc/employment-opportunities or call (906) 248-8426.

Bay Mills Community College is an equal opportunity/affirmative action institution. In accordance with the Indian Preference Act, PL 88-352 Section 707 (1) July 2, 1972, BMCC may grant first consideration for employment to Native Americans.

In accordance with the Clery Act, Bay Mills Community College's annual security and fire safety report is available online, at the front desk in the Administration Building, or the Human Resources Department upon request. This document provides information about reporting emergencies and crimes, emergency response and preparedness, timely warnings, and crime statistics for the last three years.