

Central Minnesota Educational Research and Development Council

School District Business Support Manager

cmERDC (Central Minnesota Educational Research & Development Council)

Salary: \$100,000+ (commensurate with experience)

Location: Central Minnesota | Remote/Hybrid Negotiable

Travel: Regular travel within 14 central Minnesota counties (mileage reimbursed)

Benefits: Full benefits package

Professional Membership: MASBO annual fee paid

Position Summary

cmERDC is seeking an experienced **School Business Support Manager** to provide regional leadership and support for school district finance and payroll operations across central Minnesota.

This role is ideal for **current or former Minnesota school business officials or school district auditors** who want to leverage their expertise across multiple districts while avoiding the day-to-day pressures of running a single district.

The position combines **strategic advisory work, team leadership, and systems expertise**, with a focus on SMART Systems Finance and Payroll support.

Key Responsibilities

Regional School Business Support

- Provide consultative support to school district business officials in 14 central Minnesota counties.
- Serve as a subject-matter expert in:
 - Minnesota school finance and government accounting standards
 - MDE reporting and audit preparation
 - SMART Systems (Finance, Payroll, TimeTracker)
- Support districts with systems optimization, internal controls, staff training, and audit readiness.

Team Leadership

- Lead cmERDC's SMART Systems Finance and Payroll support team, including:
 - 1 Payroll / Payroll-Finance support position
 - 2 Finance support positions
 - 1 AP/PO & Payroll support position
 - 6 Payroll support positions
- Provide leadership, mentoring, and workload coordination for a collaborative professional team.

Support Development

- Co-create a new **shared-account position** in collaboration with:
 - cmERDC Board Personnel Committee
 - Selected Active Member Districts
- Help define support scope, structure, and sustainability for this shared-support model.

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Required Qualifications

- Current or former **Minnesota school district business manager, finance director, or school district auditor.**
- Demonstrated experience with **Minnesota school finance systems and reporting.**
- Required working knowledge of:
 - **SMART Systems** (Finance, Payroll, TimeTracker)
 - Government accounting practices and standards
 - MDE reporting requirements
- Experience leading or mentoring professional staff preferred.
- Strong analytical, communication, and relationship-building skills.
- Willingness to travel regularly within central Minnesota.

Why Consider cmERDC

- Regional impact without single-district pressure
- Strategic advisory role rather than transactional processing
- Leadership opportunity with an established, specialized team
- Stable organization with competitive compensation and benefits
- Continued engagement with MASBO and Minnesota school finance peers

To Apply:

Email to LHaagenson@cmERDC.org your:

- Cover Letter
- Three recent (within one calendar year) letters of recommendation
- Resume

The Selection Process:

- This position posting will remain active until the position is filled
 - Applicants selected to interview will be notified by January 5, 2026
 - Interviews will be scheduled the week of January 8-12, 2026
 - Successful selected candidate will be contacted by January 12, 2026
 - If no candidate is selected from among the first round the process will repeat using applications received January 8-12.
 - Selected candidates contacted January 12, 2026
 - Interviews the week of January 15 – January 19, 2026.