



ANNOUNCEMENT OF OPENING – July 1, 2026
BUSINESS MANAGER (Full-time or Part-time)

The Mississippi School for Mathematics and Science (MSMS) is accepting applications for the position of **Business Manager**. This position reports directly to the Executive Director and is responsible for overseeing the school's fiscal operations, budget administration, and human resources functions. The Business Manager plays a key leadership role in ensuring sound financial stewardship, accurate personnel administration, and the continuous evaluation and improvement of business and human resources processes.

The Business Manager works collaboratively with the Administrative Assistant to the Executive Director, the Business Coordinator, and the MSMS administrative team to support the daily operations of the Executive Offices and advance the mission of the school.

The Mississippi School for Mathematics and Science is a public, residential high school for academically gifted and talented eleventh- and twelfth-grade students located on the campus of the Mississippi University for Women in Columbus, Mississippi. For more information about MSMS, please visit <http://www.themsms.org>.

RESPONSIBILITIES

- Manage the daily financial operations of MSMS, including budget administration, accounting, purchasing, payroll coordination, business planning, and financial reporting while ensuring compliance with Mississippi Department of Education (MDE), Mississippi University for Women (MUW), state, and federal policies and regulations.
- Develop, prepare, monitor, and amend the annual operating budget in collaboration with the Executive Director, ensuring compliance with all statutory requirements and submission deadlines.
- Maintain departmental and school budgets and provide monthly financial and budget reports to the Executive Director and administrative leadership.
- Coordinate financial and personnel transactions with MSMS departments and the appropriate MUW offices.
- Serve as the primary liaison with the MUW Controller's Office, Procurement and Contracts Office, Human Resources, and other university offices regarding fiscal and personnel matters.
- Reconcile and audit financial records monthly to ensure accuracy, availability of funds, and compliance with applicable policies and procedures.
- Oversee purchasing and procurement activities, including requisitions, contracts, bids, vendor relationships, and compliance with MUW, State of Mississippi, and applicable purchasing laws.
- Ensure all revenues are properly received, deposited, and accounted for.
- Collect, analyze, and provide financial data to support strategic planning, budgeting, forecasting, and administrative decision-making.
- Prepare and submit all required financial, budget, and fiscal reports to MDE and other agencies in advance of established deadlines.
- Coordinate and oversee human resources functions, including hiring processes, personnel transactions, employee records, payroll coordination, onboarding, separation procedures, and compliance with applicable employment policies.
- Develop, implement, and maintain systems for financial records, purchasing documentation, personnel records, and regulatory compliance.
- Communicate financial, purchasing, travel, and personnel procedures to faculty and staff while serving as a resource on applicable policies and regulations.
- Administer and maintain financial management software and related business systems.
- Assist the Executive Director in developing and implementing fiscal, purchasing, human resources, and business office policies and procedures.
- Participate in strategic planning and the development of long-range financial and operational initiatives.

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- Attend Advisory Board meetings, professional conferences, and other meetings as assigned.
- Perform other duties as assigned by the Executive Director.

DESIRED SKILLS/CHARACTERISTICS

- Knowledge of **Banner, Marathon**, or comparable enterprise financial and human resources management systems is highly desirable.
- Demonstrated knowledge of governmental accounting, budget development, financial reporting, and fiscal management.
- Knowledge of State of Mississippi purchasing laws, procurement practices, contract administration, and public-sector financial regulations.
- Experience administering human resources functions, including hiring, personnel records, payroll coordination, and employee transactions.
- Strong organizational, analytical, and problem-solving skills with exceptional attention to detail.
- Advanced proficiency with Microsoft Excel and the Microsoft Office Suite.
- Ability to interpret financial data and prepare meaningful reports for administrative decision-making.
- Ability to communicate effectively with faculty, staff, university personnel, state agencies, vendors, auditors, and other stakeholders.
- Strong interpersonal skills and the ability to build collaborative working relationships across departments.
- Ability to manage multiple priorities, meet deadlines, and maintain confidentiality while exercising sound professional judgment.
- Commitment to continuous improvement, customer service, and operational excellence.

MINIMUM REQUIREMENTS

1. Bachelor's degree or higher in **accounting, business administration, finance**, or other related field; related experience of 8 to 10 years may satisfy the degree requirement, depending on the type of work.
2. Hold or be eligible to acquire a license as a **School Business Administrator** in accordance with [State Board Policy Chapter 71, rule 71.2](#).

PREFERRED QUALIFICATIONS

1. Master's degree in **accounting, business administration, finance** or related field.
2. Experience in budget management, financial reporting, procurement, or personnel management within an academic or university setting.

TERMS OF EMPLOYMENT

1. The salary range is \$75,000 - \$85,000 annually, commensurate with education and experience.
2. The position is contracted for twelve (12) months.
3. State of Mississippi insurance and retirement benefits.
4. The reporting date will be on or before **August 17, 2026**.

To start the application process, a candidate should submit a resume with references included and a cover letter to hr@themsms.org. All applicants will be acknowledged but only selected candidates will be invited for an interview. **Review of application materials will begin on July 8, 2026.** The position will remain open until filled.

For more information, visit <https://themsms.org/about/employment/> or contact:

Office of the Executive Director
Mississippi School for Mathematics and Science
1100 College Street, MUW-1627
Columbus, MS 39701
hr@themsms.org
(662) 329-7674

THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.

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