

Application Process:

To be considered for this position, the application and required documents must be submitted and received no later than NOON central time on March 12th, 2026.

Timeline:

- Advertisement of position: February 24, 2026
- Application Deadline: March 12, 2026
- Candidate selection: March 17, 2026
- Interviews: March 25, 2026
- Starting Date: July 1, 2026

Requirements include:

- Completed NESC application
- Resume
- Two letters of recommendation
- Email addresses for two additional references

For Questions Contact:

Anneke Nelson, 605-783-3607 or anneke.nelson@k12.sd.us

- Applicants, and/or their designees, are asked not to contact members of the NESC Board of Education during this search process
- Names of applicants will be held in strict confidence
- Northeast Educational Service Cooperative shall not discriminate based on gender, race, national origin, religion, creed, age, marital status, sexual orientation, or disability
- Northeast Educational Service Cooperative is an equal opportunity employer

The Position:

The Business Manager position is a full-time position. Duties will follow the job description below as well as other duties as assigned by the Director based on cooperative needs and the expertise of the selected candidate. The salary for the position will depend on qualifications and experience.

JOB DESCRIPTION FOR BUSINESS MANAGER

I. Background Information

The Business Manager administers all aspects of the Cooperative's business operations. The primary responsibilities include managing a financial accounting system, claiming state and federal grants, preparing the annual budget and monitoring expenditures, preparing and analyzing month and year end reports, and administering human resources benefits.

II. Professional Responsibilities

- A. To act in a consultatory and advisory capacity to the director in matters pertaining to the formulation and execution of financial policy and requisitions dealing with the NESC.
- B. To prepare the annual budget for the NESC, prepare monthly and annual financial reports of the disbursements and receipts of the several funds, and maintain adequate control over all financial transactions.
- C. To assume responsibility for the preparation of the various payrolls, supervise all regular and special accounts and funds of the NESC, the accounting and reporting thereof, and maintain the same according to state law and NESC policy.
- D. To process all requisitions for the purchase of NESC supplies and equipment.
- E. To prepare and process specifications, obtain bids and price quotations, open and tabulate bids when necessary, and execute contracts for the same as prescribed by the policies of the NESC and the laws of the state.
- F. To act on behalf of the Board of Directors in the administration of insurance coverage.
- G. To maintain a record of the inventory of the NESC-owned property.
- H. To assume responsibility for obtaining adequate telephone service, fire protection, and other services necessary for the operation and maintenance of the NESC Office.
- I. To assume responsibility for uniform accounting for the handling of money for the NESC.
- J. To assume responsibility for billing and collecting all tuition receipts from individuals and/or school districts receiving services from the NESC.
- K. To purchase all educational supplies, maintenance of supplies, and equipment necessary for the operation of the NESC as approved in the annual budget. Any other purchases must have the approval of the Board. All the purchases must be made in accordance with the laws of the state.

- L. To act as clerk and treasurer of the board, with the following duties:
 - 1. Keep an accurate journal of the proceedings of the Board
 - 2. Take charge of the Board's books and documents.
 - 3. Issue all warrants for payment of verified bills approved for payment by the Board.
 - 4. Prepare the annual report of the NESC.
 - 5. Keep a record of all financial transactions relating to the operation of the NESC.
 - 6. Submit financial statements and reports at the monthly meetings of the Advisory Board and Board of Directors.
- M. To perform other such duties as may be delegated by the Board of Directors and/or the Director.

III. Qualifications

A. Education

The Business Manager should hold a bachelor's degree related to School Finance, Accounting, or Business Administration, or have equivalent experience.

B. Experience

- 1. The Business Manager should have strong analytical and computer skills, especially with Microsoft Excel.
- 2. Successful experience as a school business official is preferred but not required.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

APPLICATION FOR EMPLOYMENT

| | | | | |
|--|------------------------------------|------------|-------------|-------------------------|
| P E R S O N A L | Last Name | First Name | Middle Name | Date |
| | Street Address | | | Primary Phone Number |
| | City, State, Zip Code | | | Additional Phone Number |
| | What job position are you seeking? | | | E-mail Address |

| | | | | |
|--|---------------|--------------------------|---------------------------|--------------------|
| E D U C A T I O N | | Institution and Location | Degree or Diploma Awarded | Date of Completion |
| | Post-Graduate | | | |
| | Graduate | | | |
| | College | | | |
| | High School | | | |

| | |
|-------------------|--|
| EMPLOYMENT | Please provide accurate information, starting with the most recent employer. Attach additional pages if necessary. |
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| | | |
|----------|--------------------------|--|
| 1 | Company Name | Company Phone Number |
| | Address | Employed (Month and Year) From To |
| | Name of Supervisor | Pay Starting Ending |
| | Job Title and Job Duties | Reason for Leaving |

EMPLOYMENT

Please provide accurate information, starting with the most recent employer. Attach additional pages if necessary.

| | | | |
|----------|--------------------------|---------------------------|--------|
| 2 | Company Name | Company Phone Number | |
| | Address | Employed (Month and Year) | |
| | Name of Supervisor | From | To |
| | Job Title and Job Duties | Pay Starting | Ending |
| | | Reason for Leaving | |

| | | | |
|----------|--------------------------|---------------------------|--------|
| 3 | Company Name | Company Phone Number | |
| | Address | Employed (Month and Year) | |
| | Name of Supervisor | From | To |
| | Job Title and Job Duties | Pay Starting | Ending |
| | | Reason for Leaving | |

| | | | |
|----------|--------------------------|---------------------------|--------|
| 4 | Company Name | Company Phone Number | |
| | Address | Employed (Month and Year) | |
| | Name of Supervisor | From | To |
| | Job Title and Job Duties | Pay Starting | Ending |
| | | Reason for Leaving | |

NOTICE OF NONDISCRIMINATION

Northeast Educational Services Cooperative does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. In fact, it is required by federal regulations (including Title IX) not to do so. This protection extends to employment. Additionally, it provides equal access to the Boy Scouts and other designated youth groups. Inquiries about the application of Title IX and other non-discrimination policies to NESC may be made to the Title IX Coordinator or to the Assistant Secretary for Civil Rights of the Department of Education (or both).

The following person has been designated to handle any inquiries regarding NESC's nondiscrimination policies.

Title IX and 504 Coordinator
310 5th Street
P.O. Box 327
Hayti, SD 57241
(605)783-3607
tim.frewing@k12.sd.us

Below is the contact information for our regional Office for Civil Rights.

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|--|--|
| OCR, Kansas City Office | Telephone: (816)268-0550 |
| U.S. Department of Education | Fax: (816)268-0599 |
| 1010 Walnut Street, 3rd Floor, Ste 320 | TDD: (800)877-8339 |
| Kansas City, MO 64106 | E-mail: OCR.KansasCity@ed.gov |

For more information, including our Title IX policy, please visit nesc.k12.sd.us/nondiscrimination.html.

VETERAN'S PREFERENCE

Are you claiming a veteran's preference according to [SDCL 3-3-1](#)? Yes
(If yes, you will be asked to provide official, supporting documentation.) No

CRIMINAL BACKGROUND CHECK

Have you ever been arrested or convicted of any crime, other than minor traffic offenses? Yes
(If yes, explain in detail on a separate sheet of paper.) No

As directed by [SDCL 13-10-12](#) and organizational policy, Northeast Educational Services Cooperative (NESC) conducts criminal background checks for prospective employees, contracted service providers, and field experience applicants who will have contact with children. During this investigation your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI) and the South Dakota Division of Criminal Investigation (SDDCI). Additionally you will be asked to provide your Social Security number, which helps to establish identity for federal records.

If you allow the background check, your criminal history record will be kept in a secure location at our office and will be shredded when you are no longer affiliated with our organization. Submitting fingerprints and your Social Security number is voluntary. However, failing to do so will negate your employment opportunity with NESC.

If the criminal history investigation leads to information that disqualifies your application, you have the right to obtain a change, correction, or update of your criminal history record by the rules set forth at [28 C.F.R. §16.34](#). (See also: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.) NESC will provide opportunity to do so. However, you must let us know of your intent to appeal within 5 days of the date you were informed of that disqualification.

Do you understand and acknowledge this information and the rights you have regarding criminal background checks? Yes
 No

Signature

Date