



Notice of Vacancy

Clintondale Community Schools

Office of Personnel

35100 Little Mack

Clinton Township, MI 48035-2633

586.791.6300

PLEASE POST

DIRECTOR OF BUSINESS AND FINANCE

REPORTS TO: Board of Education (Oversight by the Superintendent of Schools)

SUPERVISES: The Business Office Operations of the District.

QUALIFICATIONS:

1. Bachelor's degree in Business Administration, Education or Public Administration (Master's Degree is Preferred)
2. Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Financial Manager, or Michigan School Business Officials (MSBO) Chief Financial Officer Certification is preferred.
3. At least five (5) years of increasingly successful school business experience in an administrative leadership capacity in a K-12 district, I.S.D. environment or in a public/private organizations, preferably as a Business Manager, Director or Assistant Director of Finance, Business, or Similar Role.

RESPONSIBILITIES not limited to:

1. Reviews and recommends Board policies and administrative procedures related to budgeting, accounting, maintenance, operations, investments, purchasing, transportation and cafeteria, in a manner that assures compliance with accounting regulations established by the State of Michigan and in a manner that maintains and enhances the financial integrity of the district.
2. Provides leadership for the development of the annual General Fund Budget and the Special Revenue Funds.
3. Manages the General Fund, Debt Retirement Fund, Capital Improvements Fund(s), Food Service Fund, Child Care Fund, and Student Activity Funds in a fiscally responsible manner with increased efficiencies.
4. Prepares, analyzes and provides financial information for administrative decision-making.
5. Ensures the establishment and maintenance of appropriate internal controls and system processes.
6. With the assistance and support of the Superintendent's cabinet (Curriculum Team and Specialized Student Services), annually develops and presents fiscal year forecasts of the District's General Fund.
7. Supervises the following areas of responsibility.
 - a) Building & Grounds/Operations maintenance program.
 - b) Purchase of operating supplies, purchased services, and equipment for the district.
 - c) Transportation services.
 - d) School Breakfast, Lunch, and Dinner programs.
 - e) Business Office.
8. Serves as a member of the Superintendent's cabinet and as an Administrator.
9. Administers the district's risk management program.
10. Provides leadership and oversight for the annual financial audit of district funds.
11. Provides leadership and oversight of a property inventory system and provides required reports to insurance carriers and others.
12. Provides leadership and oversight with new bond opportunities and with refinancing existing bonded indebtedness.
13. Participates in labor contract negotiations at the direction of the Board of Education, Negotiations Team Leadership and/or the Superintendent of Schools and provides necessary and pertinent financial data to the Board of Education team(s).
14. Serves as a representative and/or liaison to constituent groups, professional organizations and community organizations regarding business services.

15. Prepares the Freedom of Information (FOIA) information pertaining to the business office.
16. Prepares materials and attends the meetings of the Board of Education.
17. Presents at Public Hearings regarding business office topics.
18. Attends Committee meetings required of the position.
19. Leads multiple projects and supports/motivates effective teamwork to produce quality services and work product.
20. Leads the development and directs the implementation of strategic and/or financial and/or operational plans, projects, programs and systems that align with those of the district's long-term plan.
21. Analyzes and solves strategic and operational issues related to all business affairs functions and activities.
22. Promotes and supports the District's culture by reinforcing Board of Education goals, policies and procedures and the District's long-term plan.
23. When requested, makes presentations at Regular or Special Board Meetings, Administrative Sessions, and Board Work Sessions.
24. Completes Medicaid, FID, Annual Disclosure, Standard & Poor reporting.
25. Completes L-4021 and MC223 tax forms authorizing the township to collect taxes on behalf of the district, as well as any other tax information as necessary and compliant with the law.
26. Completes all IRS reporting, not limited to 1099s, 941s, 990Ts, W2s.
27. Monitors and financial reporting of State and Federal grants as well as familiar with MEGS+, SIGMA , CMS, and other state systems.
28. Performs other duties as assigned by the Superintendent of Schools or Board of Education.

INTERNAL/EXTERNAL POSTING START DATE: No later than April 15, 2018.

COMPENSATION: Commensurate with experience and competitive benefit package

APPLICATION METHOD: All interested and qualified applicants must contact the HR Department for an Application. With the application please include a cover letter, resume, transcripts, and certifications when you submit it to the HR department. Application deadline: Friday, March 2, 2018 by 4:00 p.m.

The Clintondale Community School District is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex national origin, religion, citizenship, handicap, height, weight, marital status. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties maybe performed by the individuals currently holding this position and additional duties may be assigned.

AN EQUAL OPPORTUNITY EMPLOYER