

Chippewa Hills School District
Director of Finance

September 2017

Summary: Responsible for overall financial operations of the district, including development and maintenance of annual budget and long range financial projections. Member of the superintendent's administrative staff with a central role in district planning and analysis of current programs, support systems and expenditures.

Qualifications:

- Minimum of a bachelor's degree in school finance, accounting or business administration
- CPA preferred but not required
- Chief School Business Official certification preferred but not required (eligible)
- Experience in school finance administration preferred but not required, and/or experience in accounting or business administration
- Knowledge of Michigan school finance rules and regulations
- Demonstrated leadership skills
- Strong verbal, written, mathematical and PC computer skills
- Valid Michigan driver's license
- Such alternatives to the above qualifications as the Board of Education deems appropriate and acceptable

Supervises:

- Central Office business staff
- Food Service Director
- Maintenance Supervisor
- Transportation Supervisor

Position:

- Full time
- Start January 1, 2018
- Multi-year contract based on experience and qualifications
- Salary commensurate on experience and qualifications (Minimum \$75,000)

Director of Finance is a central office administrator and reports directly to the superintendent, is accountable to the superintendent and the Board of Education, and is evaluated by the superintendent.

Send Resume to:

Dr. Michael Bob Grover, Superintendent
Chippewa Hills School District
3226 Arthur Road
Remus, MI 49340
989-967-2000
bgrover@chsd.us

A complete job description is available upon request or can be viewed on the district's web site at www.chsd.us.

CHIPPEWA HILLS SCHOOL DISTRICT
JOB DESCRIPTION
Director of Finance

REPORTS TO: Superintendent

SUMMARY: Responsible for overall financial operation of the district, including development and maintenance of annual budget and long range financial projections. Member of the superintendent's administrative staff with a central role in district planning and analysis of current programs, support systems and expenditures.

DUTIES:

A. Budget Control Officer

1. Prepares the annual district budget for review by the superintendent and Board of Education
 - compiles all necessary data for the preparation of the district's budget
 - supervises the collection, safekeeping, investment and distribution of all funds available to the district
 - responsible for all accounting procedures required to manage and monitor the district's internal and external financial transactions
 - presents and interprets budget to the Board of Education
 - conducts truth in budget hearing as required by law
2. Interacts with township, county, state and federal governments on tax and revenue issues that impact the district
 - prepares and submits tax appeals and SEV adjustments
3. Collaborates with auditors on the annual school audit

B. Business Manager

1. Administers employee payroll and benefit plans
2. Manages all district insurance
3. Supervises accounts payable and receivable
4. Reviews and authorizes all purchase orders
5. Prepares and analyzes bids for the district

C. Personnel

1. Collaborates with principals, coordinators, directors and supervisors on budget matters
 - plans, assigns and directs review of school, extra-curricular, program and operational budgets
 - audits all internal accounts
2. Supervises and evaluates central office business personnel, and cafeteria supervisors
3. Recruits and screens personnel for central office business, and cafeteria positions
 - recommends candidates for hire to the superintendent
4. Provides training, when appropriate, for business office personnel or district secretaries
5. Collaborates with the superintendent on collective bargaining agreements
 - on negotiating team for all collective bargaining

D. Equipment/Materials/Supplies

1. Supervises storage and distribution of equipment and supplies
2. Maintains up-to-date inventory of school property
3. Oversees central office business equipment (accounting network, telephone, copiers, fax machines, pagers, etc.)
4. Manages all district vehicles

E. Lines of Communication

1. Accountable to the Board of Education and superintendent
 - advises and collaborates with the Board of Education and superintendent on the district budget and other district business and financial matters
 - resource to the Board of Education through a direct line of communication
 - attends and participates in Board of Education meetings
 - on superintendent's administrative staff and attends ad staff meetings
 - reports to and is evaluated by the superintendent
2. Interprets the district's financial position to the community and local news media
3. Participates in local, state and national organizations to stay abreast of school finance reform and other financial issues impacting the district

F. Facilities

1. Recommends capital improvements to superintendent and Board of Education
2. Supervises all financial transactions related to plant maintenance and expansion
3. Negotiates contracts involving special facilities and programs
 - keeps superintendent informed of negotiations

G. Reports

1. Monthly written budget update to the Board of Education in the board packet and/or other appropriate means
 - submits a monthly payable list to the Board of Education
2. Financial reports as required by local, state and federal agencies
3. Ensures all financial reports meet district, local, state and federal reporting requirements
4. Completes applications for state and federal funds
5. Documents and information related to school elections, bonding and other financial matters

H. Other Duties

1. Occasional operation of a vehicle under inclement weather conditions
2. Occasional interaction with unruly students
3. On-site presence in emergency situations
4. Other duties as authorized by the Board of Education and/or assigned by the superintendent