

Position Title: Director of Finance
Department: Finance and Human Resources
Reports To: Assistant Superintendent for Finance and Human Resources

SUMMARY: Assist the Assistant Superintendent of Finance to insure the establishment and implementation of a comprehensive accounting system for district finances is in place consistent with State and Federal law, including sound practices for receiving/recording revenues, logging expenditures, balancing accounts, investments/monitoring cash flow, and identifying financial accountability of those responsible for the management of organizational funds..

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Oversee/monitor the District budget planning.
- Supervise the Finance Supervisors, Payroll Bookkeeper, Accounts Payable Bookkeeper and Business Office Clerk to ensure accounting functions/duties are carried out in an efficient, accurate and effective manner.
- Responsible for district accounting functions including supervising audit preparation.
- Responsible for timely and accurate financial reporting to the Michigan Department of Education and other agencies as required.
- Responsible for cash flow projections.
- Responsible for the investment of district cash to ensure safety and maximization of potential interest income.
- Responsible for the collection and reconciliation of property taxes.
- Prepare and analyze financial information for administrative level decision-making.
- Responsible for overall understanding and implementation of the district's financial accounting system, procedures and practices.
- Oversee the accounting, reporting and cash flow requirements for special grants and programs.
- Responsible for offering suggestions to increase productivity of operations consistent with District operational policies and State and Federal law.
- Responsible for keeping up with changes in technology used to implement job responsibilities.
- Maintain confidentiality of all confidential information and materials.
- Oversee contracted accounting services provided to local districts and/or charter schools.
- Adhere to Board Policies.

SUPERVISORY RESPONSIBILITIES:

Directly supervise employees assigned to the finance including, but not limited to: finance and payroll operations, general administration (receptionist, copy room, conference room preparation, and part-time student help.) Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

DRUG FREE WORKPLACE REQUIREMENT:

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor in Business (Accounting); five (5) years previous school finance experience, related experience and/or training; or equivalent combination of education and experience or as determined by the Board of Education.

CERTIFICATES, LICENSES, REGISTRATIONS: As required by Michigan Department of Education.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interests, proportions to practical situations. Ability to apply concepts of basic algebra and geometry. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to operate a Personal computer and mainframe applications. Experience and knowledge in PC/Windows based applications and software including spreadsheet and word processing applications. Must have ability to learn and utilize new technology, software, and/or programs to implement job responsibilities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies and collective bargaining agreements. Ability to follow through on multiple tasks.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employee..

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet. Position demands meeting deadlines with severe time constraints.