

JOB POSTING FINANCE AND OPERATIONS DIRECTOR

QUALIFICATIONS:

1. Bachelor Degree in business administration, finance or accounting
2. MA or MBA preferred
3. Michigan School Business (MSBO) eligibility
4. Computer literacy with accounting, report, grant writing, and presentations software
5. Minimum of three years experience in fund accounting or school/government audits

REPORTS TO: Superintendent of Schools

JOB GOALS: To provide control for all the financial/operation functions of the district

PERFORMANCE RESPONSIBILITIES

1. **Educational Enterprise:** Understands and demonstrates organization and administration, while working with public policy and legal issues.
2. **Financial Resource Management:** Understands and uses principles of school finance, budgeting and financial planning, accounting, auditing and financial reporting; cash management, investments and debt management; technology for school finance operations.
3. **Human Resource Management:** Understands and demonstrates personnel development needs; labor relations and employment agreements; human relations.
4. **Facility Management:** Understands and demonstrates planning and purchasing practices; maintenance and operations of district.
5. **Property Acquisition and Management:** Understands and demonstrates purchasing practices; supply and fixed asset management; real estate management.
6. **Information Management:** Understands and demonstrates ability for strategic planning; instructional support program evaluation; instructional program evaluation, communications; management information systems.
7. **Ancillary Services:** Understands risk management; transportation program, food service program; custodial and maintenance program.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Superintendent. Initial two-year contract annually renewed for future years.

SALARY RANGE: To be negotiated depending on education and experience.

SEND RESUME AND SUPPORTING DATA TO: