



Hazel Park School District

Focusing on the Future

Amy Kruppe, Ed.D.

Superintendent

Ford Administration

Shirley Atcho, Human Resources Manager

1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5220 | Fax 248-544-5443

VACANCY ANNOUNCEMENT Assistant Superintendent for Business & Operations

Job Title: Assistant Superintendent for Business and Operations
FLSA Status: Exempt
Salary Range: Market Range
Reports to: Superintendent

Position Summary: The Assistant Superintendent for Business and Operations provides leadership and administrative guidance for the district business office operations and staff. The Assistant Superintendent for Business and Operations will implement processes and activities to ensure high quality business service outcomes.

Essential Tasks:

- Provide oversight of all district accounting functions including accounts payable, accounts receivable, payroll, grant and funded projects, cash flow, and general accounting operations.
- Provide oversight of Financial Services including but not limited to collection of revenues, administration of bond issuances, sinking fund administration and financial support services as necessary for all District Services and functions.
- Provide support as requested by the Superintendent to the Collective Bargaining Process.
- Administer any contract with any third party providers of Food Services, and other services: monitor and evaluate performance of it and make recommendations regarding contract renewals modifications and /or termination.
- Provide oversight of all district treasury management functions.
- Provide oversight of all district budget development and management processes.
- Provide oversight of all district annual audits.
- Implement board policy and procedure relevant to the operations of the school district.
- Ensure compliance with relevant state and federal laws.
- Ensure all applicable local, state, and federal reporting requirements are met.
- Provide oversight of all external district Medicaid operations.
- Provide oversight of all applicable local, state, and federal financial reports in accordance with applicable requirements, including but not limited to Form SE-4096, SE-4094, MAER and FID.
- Provide oversight of budget and programs requests.
- Help develop ongoing best practice solutions.
- Provide staff with support, resources, information, and training as needed to carry out the priorities of the organization and department.
- Prepare, analyze, and provide financial information for administrative decision-making.
- Ensure the establishment and maintenance of appropriate internal controls and system processes.
- Maintain up to date knowledge of current research, methodology, applicable best practices and relevant professional pronouncements.
- Provide information to Treasury and other agencies as required by Financial Recovery Agreement.
- Supervise and evaluate the performance of staff assigned to Operations Services in accordance with School District Policy.

- Ensure compliance with relevant state and federal laws.
- Promote and support organizational culture by reinforcing Board of Education and Superintendent goals, policies, and procedures, and the School District's vision, mission, and strategic plan.
- Attend and when requested make presentations at Regular or Special Board Meetings, Executive Sessions, and Board Work Sessions.

Essential Administrative Functions and Tasks:

- Lead the development and direct the implementation of strategic and/or operational plans, projects, programs and systems that align with those of the organization in collaboration with department members.
- Lead multiple projects and support/motivate effective teamwork to produce quality goods and services.
- Analyze and solve strategic and operational issues.
- Plan and/or oversee the development, implementation and maintenance of standard operating procedures (SOP's) and technologies to comply with the district's requirements and improve operating quality and efficiency of the department.
- Promote and support organizational culture by reinforcing Board of Education goals, policies and procedures and the organization's vision, mission and continuous improvement plan.
- Compile data from a wide variety of sources, for the purpose of evaluating services, analyzing specific requests and ensuring compliance of program activities.
- Provide organizational leadership for that aligns and supports positive culture and diversity within the workplace.
- Respond to other duties as assigned in a professional and effective manner.

Job Qualifications:

- Master's degree in Accounting, Finance, or related field preferred.
- Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Financial Manager, and/or Michigan School Business Officials (MSBO) Chief Financial Officer Certification is preferred.
- Seven or more years of related experience including supervisory responsibilities.
- Five or more years of supervisory and related experience in K-12 schools.
- Demonstrate knowledge of educational environment
- Demonstrate superior human relations skills.
- Display excellent written, oral communication skills including presentations
- Demonstrate skills in computer applications needed to carry out job functions

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

The Hazel Park School District does not discriminate on the basis of race, color, national origin, sex, age, disability, height, weight, religion, or marital status in its programs and activities.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

