



NOTICE OF VACANCY

POSTING DATE: January 30, 2026 **POSITION ID:** 25-NON-05

POSITION: Manager, Purchasing and Accounting **LOCATION:** Administration Building

SALARY: Farmington Non-Unit, Group I, 260 days.
Annual Base Salary Range: \$87,188 - \$103,552, dependent on experience. Educational credit experience up to \$650.00 /year, dependent on degree obtained.

START DATE: March 2, 2026 **DEADLINE:** February 8, 2026, at 11:59 pm

YOU BELONG HERE!

Farmington Public Schools, situated in the southern region of Oakland County, serves a vibrant and diverse student population of over 9,000 individuals from Farmington, Farmington Hills, and parts of West Bloomfield. The district is characterized by a strong sense of community pride, with parents that actively support programs to ensure a rich tapestry of experiences for their children, and staff focused on giving students the knowledge to rise to their fullest potential. The District is steeped in tradition and thrives on innovation. Situated in an exceptional location with easy access to surrounding communities and the Detroit Metropolitan area, the District enjoys all the benefits of a world-class business center and a quaint downtown bustling with activities for all.

CANDIDATE PORTRAIT SUMMARY

We are seeking a Manager of Purchasing and Accounting who will manage district purchases of supplies, equipment, and services within ethical and legal parameters, ensuring value received for monies spent. They will assist the Assistant Superintendent for Business Services and the Finance Director with compliance of financial reporting requirements.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Accounting or related field and one to three years related experience and/or training; or equivalent combination of education and experience.
- Experience and aptitude in the use of computerized software systems (Business Plus preferred), spreadsheets (Microsoft Excel), and word processing (Microsoft Word).
- Ability to apply knowledge of current research and theory in a business office setting.
- Ability to establish and maintain effective working relationships with central office departments and individual employees within 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.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

PREFERRED QUALIFICATIONS

- Public school district accounting and purchasing experience.
- Ability to be a self-starter, work independently and problem solve with little direction.
- Ability to be a positive role model for staff with an emphasis on professionalism, honesty and integrity.
- Proven track record of accuracy and attention to detail.
- Ability to contribute to a collaborative culture and build positive relationships with others.
- Ability to establish an environment of continuous improvement that will provide data/feedback and reflection that will assist in identifying and solving problems in an innovative manner.
- Ability to know your audience and to tailor communication in a timely, clear and appropriate mode; always seeking to understand.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops bid procedures and product specifications and supervises bid processes.
- Develops and implements district purchasing procedures.
- Reviews and authorizes all district purchase orders.
- Complies with federal and state laws governing the purchase of supplies and equipment, renovation, and construction projects.
- Supervises district mail operations and coordinates the community based instruction program with the Visions students for Interschool mail operation.
- Builds and administers the purchasing budgets.
- Works with school district personnel to ascertain product needs and provides training for the decentralized purchasing system.
- Arranges for various lease and maintenance agreements as required.
- Reviews accounts payable check requests and purchasing card transactions for proper account distribution.
- Supervises and supports the accounts payable bookkeeper.
- Knowledgeable of records retention requirements.
- Manages and administers the district cell phone program and serves as liaison with the cell phone provider on behalf of the District.
- Administers the E-rate program and works with the district E-rate consultant.
- Prepares and submits the annual Insurance Renewal Application.
- Administers and actively manages the Purchasing Card program.
- Assists the Assistant Superintendent for Business Services and Finance Director with budget preparation and analysis.
- Maintains fixed asset records, including purchase of and disposal of assets for submission to Centurisk.
- Works with District Staff and outside consultants to ensure proper budgeting and accounting of bond costs.
- Review of 1096 and 1099 annual tax forms.
- Prepare the District's financial information annually through the Financial Information Database (FID).
- Oversees, completes, or supports internal audits and accounting functions, as needed.
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervises non-supervisory employees. Is responsible for the supervision of the accounts payable bookkeeper.
- Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include assisting the Director as requested and/or as needed; planning, coordinating, assigning, and directing the work of employees; participating in the interviewing, hiring, training, evaluating, and disciplining of employees; addressing anticipated needs as to avoid larger issues; responding to and addressing complaints and problems.

REPORTS TO

Assistant Superintendent for Business Services and the Finance Director

BOARD OF EDUCATION EXPECTATIONS FOR ALL FPS EMPLOYEES

To ensure work/choices contribute to the Learner Profile and District Goals, as demonstrated by:

- a. Ability to create a collaborative culture through providing a safe environment for employees to take risks, work independently and interdependently and to value all perspectives.
- b. Ability to establish productive relationships which will support and leave people better off through engagement in courageous conversations and empathetic interactions in order to make choices that build trust and understanding.
- c. Ability to establish an environment of continuous improvement that will provide data/feedback and reflection that will assist in identifying and solving problems in an innovative manner.
- d. Ability to establish an environment for cultural improvement by demonstrating honesty with self and others through equity, not just equality, and seeing and embracing differences as assets.
- e. Ability to know your audience and to tailor communication in a timely, clear and appropriate mode; always seeking to understand.

METHOD OF APPLICATION

Application must include a cover letter addressed to Jennifer Kaminski, Assistant Superintendent for Business Services, and an updated resume including three (3) current professional references. Internal FPS candidates have an added step of contacting Allyson Staelgraeve prior to submitting the online application.

Applications are being accepted online only. To apply for this position, go to the district's web site at www.farmington.k12.mi.us, select the tabs '**Departments**', '**Human Resources**', '**Employment**', '**Online Application**'.

Questions about this posting, planned interview process, or job responsibilities can be directed to allyson.staelgraeve@fpsk12.net.

INTERVIEW TIMELINE and NEXT STEPS

Paper Screening of applicants will begin on February 9, 2026, upon the posting closing.

First-round in-person interviews will tentatively take place the week of February 9, 2026, and no later than February 17, 2026.

It is the policy of Farmington Public Schools that no person shall, on the basis of race, creed, color, national origin, sex, age, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or in any of its programs or activities.
