

Job Title: Director of Finance
Reports to: Superintendent of Schools
Salary: \$100,000+ (commensurate with experience)
Application Deadline: Posted until filled

At Delton Kellogg Schools, we offer the best of both worlds: a close-knit, supportive **"small school feel"** combined with **"big school opportunities"** for our students and staff. We are seeking a meticulous, well-organized, and collaborative **Director of Finance** who is eager to lead our district's business affairs, ensuring our financial resources are maximized to provide the highest quality educational services possible.

Working in close partnership with the Superintendent, the Director of Finance will develop, monitor, and maintain the district's annual budget. This role provides leadership and oversight for all central business office functions—including payroll, accounts payable, accounts receivable, and foundational human resources duties—while acting as a key strategic advisor to the leadership team and Board of Education.

Key Responsibilities

Financial Management & Budgeting

- **Budget Development:** Assist the Superintendent in preparing, monitoring, and amending the district's annual operating budgets.
- **Accounting Oversight:** Oversee and maintain the district's financial and payroll accounting systems; prepare journal entries and conduct periodic reviews of the general ledger, vendor checks, and open purchase orders.
- **Financial Reporting:** Generate and present monthly financial statements for all funds to the Superintendent and Board of Education.
- **Treasury & Banking:** Invest school funds, maintain schedules of investments, and ensure all bank statements are reconciled monthly.

Compliance, Grants, & Auditing

- **Agency Reporting:** Prepare and file all required financial reports for ISD, County, State, and Federal agencies.
- **Grant Administration:** Prepare documentation and apply for the federal consolidated application (Title I, Title II, Title III, and Title IV).
- **Audit Coordination:** Lead the preparation and coordination of the annual external financial audit.
- **Operations & Assets:** Maintain the district's fixed asset inventory system, real estate records, and property liability insurance programs.

HR, Benefits, & Labor Relations

- **Benefits & Compliance:** Manage ACA reporting, district insurance benefits, and COBRA compliance.
- **Labor Relations:** Actively participate in contract negotiations for the district's various labor unions.
- **Human Resources:** Oversee basic HR duties associated with business office functions and personnel onboarding/offboarding.

Governance & Community

- **Board Engagement:** Attend monthly Board Finance Committee meetings and regular monthly Board meetings to present financial data.
- **Elections & Bonds:** Prepare financial documents and information related to school millage elections and bonding initiatives.

Qualifications & Requirements

- **Education:** Bachelor's degree in Accounting, Business Administration, or a closely related field is required. A Master's degree or CPA designation is highly desirable.
- **Experience:** Minimum of five (5) years of related financial management experience. **Prior public school accounting experience is strongly preferred.**
- **Certifications:** Completion of the **Michigan School Business Officials (MSBO) Chief Financial Officer Certification** is highly desired. Candidates must have a willingness to obtain this certification and meet ongoing CFO/Administrator continuing education requirements.
- **Core Skills:** Exceptional organization, thoroughness, data accuracy, and the ability to clearly communicate financial concepts to non-financial stakeholders.

When You're Ready to Apply:

This position will remain posted until filled. Interested candidates should submit their application through RedRover. <https://jobs.redroverk12.com/org/1071>

The final candidate for this position will be required (at the applicant's cost) to furnish Delton Kellogg with a current Michigan State Police and FBI criminal records check prior to our recommendation for hire.

Delton Kellogg School District is an Equal Opportunity Employer and does not discriminate in its educational policies on the basis of religion, race, color, sex, national origin, or disability of any individual.

Please contact the Central Administrative Office at the address or email listed above, or by calling 269-623-1501, for complete details on physical demands and skills expected for this position, and available accommodations.