



Human Resources Department

Sue McAvoy, Director of Human Resources

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Job Description: Director of Finance

District: Mona Shores Public Schools

Location: Norton Shores, MI (Central Administration Office)

Reports To: Superintendent

Classification: Administrative / Non-Bargaining

Position Purpose

The **Director of Finance** serves as the Chief Financial Officer for the district, providing strategic leadership, management, and oversight for all financial and business service operations. Driven by a commitment to the district's core values of *Integrity, Collaboration, Perseverance and Respect*, the Director ensures that all public tax dollars are managed responsibly to provide a safe, secure, and premier teaching and learning environment that supports students across academics, arts, and athletics.

This role is an integral member of the District's leadership team and acts as the primary financial advisor to the Superintendent and the Board of Education.

Essential Duties and Responsibilities

1. Fiscal Leadership and Budget Management

- **Budget Development:** Lead the formulation, projection, and administration of the district's annual operating budget in alignment with Board of Education priorities and district strategic goals.
- **Financial Forecasting:** Provide long-range fiscal projections, revenue/expenditure modeling, and scenario planning, heavily factoring in Michigan State Aid allowances, local enrollment trends, and student count dynamics.
- **Monitoring & Amendments:** Oversee ongoing expenditures and implement periodic budget amendments throughout the fiscal year based on actual revenues received and costs incurred.

2. Accounting, Financial Systems, and Internal Controls

- **Daily Operations:** Supervise the day-to-day operations of the Business Office, including accounts payable, purchasing, payroll, and benefits administration.
- **Regulatory Compliance:** Maintain and audit the district's governmental fund accounting systems to ensure full compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) statements, and the Michigan Department of Education (MDE) accounting manual.

- **Grant Management:** Oversee the financial tracking, draw requests, and compliance monitoring for all local, state, and federal grant funds (including Title programs, IDEA, and state-level categorical funds via the Michigan Electronic Grant System).

3. Reporting and Auditing

- **State Reporting:** Ensure accurate completion and timely submission of all mandated compliance reporting, including the Financial Information Database (FID) and required transparency website disclosures.
- **Annual Audit:** Act as the primary liaison with external independent auditors to facilitate the annual financial audit, preparing all necessary schedules and presenting results to the Board of Education.
- **Public Transparency:** Maintain public trust via formal budget hearings to ensure complete operational transparency for the Norton Shores community.

4. Cash, Debt, and Capital Operations

- **Treasury & Investment:** Manage the district's cash flow, bank accounts, and investment portfolios in compliance with Michigan public fund law and Board policy.
- **Debt Management:** Track and execute payments for capital bonds, debt service funds, and millages, and assist in structural financing efforts for district facility improvements.

5. Personnel Supervision & Labor Support

- **Team Leadership:** Directly supervise, mentor, and evaluate Business Office staff (such as the payroll accountant, accounts payable, and benefits coordinators).
- **Negotiation Support:** Prepare fiscal impact data, insurance cost projections, and costing models to support the Superintendent and Board during collective bargaining/labor contract negotiations.

Qualifications and Requirements

Education and Certifications

- **Required:** Bachelor's degree in Accounting, Finance, Business Administration, or School Business Management.
- **Preferred:** Master's degree (MBA) or Certified Public Accountant (CPA) designation.
- **State Certification:** Must have or be eligible to apply for School Administrator CFO Certification
- **Professional Licensure:** Must hold, or be eligible to immediately obtain, the **Chief Financial Officer (CFO)** certification through the Michigan School Business Officials (MSBO) association, and maintain ongoing MDE continuing education requirements.

Experience

- Minimum of 3–5 years of successful, progressive experience in financial management, ideally in a public K-12 school district business office environment or public sector accounting.
- Proven track record in supervising personnel and evaluating staff performance.

- Experience using K-12 fund accounting software (experience with standard Michigan school financial platforms is a major plus).

Knowledge, Skills, and Abilities

- Deep understanding of Michigan school finance mechanisms, the State School Aid Act, and GASB standards.
- Exceptional communication skills with the ability to translate complex financial and statistical datasets into clear, accessible concepts for school staff, board trustees, and the public.
- High professional integrity, solid analytical problem-solving skills, and a "student-first" decision-making ethos.

Salary and Benefits - commensurate with experience.

To Apply please click here: jobs.redroverk12.com/org/1406

NOTE: This is not an exhaustive list. Job responsibilities may vary and be assigned depending on student and building needs.

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 that job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, crawl or run. The employee must occasionally lift and/or move students. Specific vision abilities required by this job include close vision, distance, vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described 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. Noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additionally duties are performed by the individuals currently holding this position and additional duties may be assigned.