Director of Finance

Classification: Exempt
Reports To: Chief Financial Officer (CFO)
Date Completed: November 5, 2015
Date Revised: May 2026

Job Description

Summary/Objective

The Director of Finance is responsible for supporting and overseeing the financial operations of the management company and the Michigan public school academies (charter schools) it serves. This position works under the direction of the Chief Financial Officer (CFO) and is responsible for maintaining sound financial practices, ensuring compliance with applicable federal and state regulations, supporting school budgeting and reporting processes, and assisting with strategic financial planning. The Director of Finance will oversee daily accounting and finance operations while providing financial guidance and operational support to school leadership teams and management company departments.

Essential Functions

- Assist the CFO in directing, managing, and overseeing the financial operations of the management company and managed public school academies.
- Maintain strong working knowledge of Michigan public school finance, public school fund accounting, State School Aid requirements, and federal grant compliance.
- Prepare, review, and analyze monthly financial statements, budget reports, cash flow analyses, and other financial reporting packages for CFO, Boards of Directors, and executive leadership.
- Assist with the development, monitoring, and administration of annual operating budgets for the management company and assigned schools.
- Monitor revenues and expenditures to ensure compliance with approved budgets, grant requirements, and applicable laws and regulations.
- Prepare and/or review state and federal financial reports, including reports required by the Michigan Department of Education (MDE), authorizers, and other regulatory agencies.
- Support audit preparation and coordinate with external auditors to ensure timely completion of annual financial audits, single audits, and compliance reporting.
- Assist with maintaining internal controls, accounting procedures, and financial policies to improve operational efficiency and safeguard organizational assets.
- Assist with analyzing financial trends, enrollment impacts, staffing models, and long-range financial projections to support strategic planning and organizational decision-making.
- Monitor state and federal legislation and regulatory updates impacting charter school finance, payroll, grants, retirement reporting, and compliance obligations.
- Oversee general ledger functions, including journal entries, account reconciliations, payroll allocations, and month-end/year-end closing activities.

- Ensure payroll-related financial transactions and benefit allocations are accurately recorded and reconciled.
- Assist with grant budgeting, reimbursement requests, financial tracking, and compliance monitoring for federal, state, and local grants.
- Review contracts, leases, and vendor agreements from a financial perspective and identify financial risks or budget impacts.
- Assist with cash management, banking relationships, investment monitoring, and cash flow forecasting to ensure adequate operating liquidity.
- Support procurement and purchasing oversight to ensure expenditures remain within approved budget parameters and procurement requirements.
- Collaborate with school leaders and department managers to provide financial guidance, budget training, and support regarding financial processes and reporting.
- Develop and maintain positive working relationships with Boards of Directors, school leadership, auditors, authorizers, vendors, and regulatory agencies.
- Support continuous improvement initiatives within the finance department to enhance operational efficiency and accuracy.
- Supervise finance and accounting personnel as assigned by the CFO.
- Perform other duties as assigned.

Supervisory Responsibilities
This position supervises finance department personnel as assigned by the CFO.

Competencies
- Financial Management
- Business Acumen
- Communication Proficiency
- Ethical Conduct
- Leadership
- Performance Management
- Personal Effectiveness/Credibility
- Problem Solving/Analysis
- Strategic Thinking
- Strong verbal and written communication skills
- Technical Capacity
- Ability to communicate effectively with individuals of all levels
- State and Federal Grant Management
- Public Fund Accounting

Work Environment
This position operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or related field required; CPA or Master's degree preferred.
- Minimum of five (5) years of progressively responsible finance or accounting experience required.
- Experience in Michigan public school finance, charter school operations, or governmental accounting strongly preferred.
- Experience with state and federal grant compliance preferred.
- Knowledge of Michigan public school accounting systems, budgeting practices, and payroll systems preferred.
- Proficiency in financial software, Microsoft Excel, and accounting systems required.

Physical Demands

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand, as necessary.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

By signing below the employee is constituting understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____