



Job Code: ADM04-16-2024-0

Status: Open

Posting Date: 04/16/2024

Deadline Date: 05/07/2024 3:00PM

Starting Date: 07/01/2024

Positions: Assistant Superintendent for Business & Operations (241 Days per year)

Location: Wheeler Center Administration Building

Salary: 145,503.00 - 153,161.00 (w/benefits)

Reports To: Superintendent

**Paid Vacation, PTO, & Flex Days**

**Medical, Dental, Vision**

**Retirement Plan**

## **QUALIFICATIONS:**

Master's Degree preferred in accounting, finance or related field.

Certified as Chief Business Official (MSBO) or eligible for Chief Financial Officer Certification.

Ten or more years of progressively responsible work experience in accounting and finance management.

Five or more years of experience should have been in a school district accounting, and finance with an emphasis on budgeting and financial analysis.

## **DUTIES AND RESPONSIBILITIES:**

1. Prepares financial analyses of programs for administrative decision making.
2. Oversees the district's budget planning and preparation.  
Prepares assumptions with the superintendent and produces budget-based items such as state aid and grants as well as healthcare and pension costs.  
Prepares a budget for submission to the School Board projecting expenditure and revenues.  
Monitors the approved budget monthly, providing budget reports to board of education as well as building administrators.
3. Attends all meetings of the Board of Education and Board of Education Workshops.
4. Reviews and recommends policies and administrative guidelines related to budgeting, accounting, internal control and food services in manner that maintains and enhances the financial integrity of the district.
5. Makes provisions for the orderly collection and dissemination of school business information that will assist the Board of Education, the community, and other school administrators to make wise educational decisions.  
Oversees the financial components of the district's transparency page.

6. Provides advisory services to each school and department in the district about its business operations and fundraising.  
Advises support services on operational matters.
7. Initiates programs to improve system, methods, and procedures for the operations of school business affairs.
8. Works with other governmental units in meeting legal requirements for all financial transactions of the district.
9. Responsible for the purchasing and selling of property.
10. Projects the cash needs of the district and invests all available funds to maximize investment earnings within Board policy and according to the State laws affecting school district finances.  
Determines the need for State Aid borrowing.  
Works with state agencies regarding state aid payments and reports.  
Prepares investment reports for the Board and the Superintendent.
11. Ensures adequate accounting procedures and controls for accounting transactions.  
Oversees the payroll function ensuring the timely processing of payroll, payroll taxes, deductions and recordkeeping.  
Oversees the accounting for grants and compliance of federal and state guidelines.
12. Provides leadership and oversight of the annual audit of the district.
13. Prepares tax resolutions for the Board and submits to taxing authorities.  
Ensures the timely transfer of funds from taxing authorities to the district.
14. Analyzes insurance coverage and ensures a balance between the district's risk and insurance programs.  
Areas of responsibility include property, liability, vehicle, worker's compensation, etc.  
Reviews the value of property and amount of risk.  
Works closely with insurance companies to mitigate risk.
15. Oversees the preparation of District financial reports.  
Ensures that report formats meet all Federal, State, local and in-District reporting requirements.
16. Serves as team member in contract negotiations. Interprets and implements contracts as needed.
17. Responsible for the purchasing function. Ensures appropriate bidding/quoting.  
Maintains district policy and administrative guidelines.
18. Oversees food service operations including Management Company.
19. Involved in all aspects of District elections, sale of bonds, sinking fund and renewal millage.
20. Responsible for the issuance and spending of bond funds and the management of the related debt including refinancing opportunities.
21. Works together with cabinet members to determine strategic methods to address challenges facing the district.

22. Evaluates and establishes goals with business staff.

23. Performs related duties as required.

**SUPERVISES:**

Administrative Assistant for the Business Office

Director for Finance

Payroll Specialist

Supervisor for Food and Nutrition

Supervisor for Business Support Services

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

NOTICE OF NONDISCRIMINATION. It is the policy of L'Anse Creuse Public Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent for Human Resources, L'Anse Creuse Public Schools, Harry L. Wheeler Community Center and Administrative Offices, 24076 F. V. Pankow Blvd., Clinton Township, MI 48036, and (586) 783-6300. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director for Special Education, (586) 783-6300.

All applicants interested in the above position must apply using our on-line application system and submit for review on or before deadline date and time.