

Chippewa Valley Schools

Director of Business Services (3891)

JOB POSTING

Job Details

Posting ID

3891

Title

Director of Business Services

Description

REPORTS TO: Assistant Superintendent of Business & Operations
LOCATION: Administration Building
SCHEDULE: 12 Month Position

QUALIFICATIONS:

- BS in Accounting or Finance
- Four years of experience in school business, preferred
- CPA, preferred
- Advanced AS400 experience, preferred
- Working knowledge of financial report preparation and year-end audit activities, required
- Functional knowledge of fixed asset management, preferred
- Evidence of good oral and written communication skills, required
- Demonstrated ability to work with little supervision, required
- Proficiency in Microsoft Office with Advanced Excel skills, required
- Demonstrated ability to work cooperatively with staff, students, parents and administrators, required
- Experience in the development and monitoring of the budgeting process, preferred
- Working knowledge of fund accounting, preferred
- Two years of supervisory experience, required

RESPONSIBILITIES:

- Supervises and develops Business Office administrators across accounting, payroll & benefits, purchasing, and internal audit functions as a high-performing team
- Leads the development and administration of the district's annual operating budget in collaboration with the Assistant Superintendent of Business & Operations and district leadership
- Partners closely with administrators in review of departmental budgets while providing guidance to better support fiscal accountability
- Analyzes complex financial data to inform leadership decisions and long-term district planning
- Monitors various monthly activities including bank reconciliations, journal entries, balance sheet account reconciliations, etc.
- Leads Business Office process improvements that enhance operational efficiency, internal controls, and organizational cohesion

- Provides leadership in fiscal oversight and compliance management, supporting positive external audit results and stakeholder confidence
- Monitors revenues, expenditures, fund balances and cash flow to maximize investment opportunities and maintain fiscal stability
- Presents budget information to the Board Finance Subcommittee and labor groups
- Ensures fiscal compliance with grant requirements in coordination with the Director of State & Federal Programs and Outreach
- Oversees accurate reporting of district financial data to the Michigan Department of Education (MDE), FID, SE-4049, SE-4096
- Maintains and continuously improves fiscal internal controls to safeguard district assets
- Works with external auditors and prepares various schedules, footnotes, and work papers to support the annually audited financial statements
- Implements new accounting processes and procedures in accordance with GASB updates
- Reviews the preparation of debt schedules for School Bond Loan borrowings and the preparation of L-4029 for tax levies
- Manages district banking relationships and electronic financial systems
- Performs other duties as assigned to support the overall objective of this position

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$109,469.00 to \$146,564.00
<i>Salary Code</i>	Based on degree and related experience	<i>Position Type</i>	Central Office Administrative
<i>External Job Application</i>	Administrative	<i>Internal Job Application</i>	Internal
<i>Job Specific Questionnaire</i>	--		
<i>Location</i>	Business	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

SchoolSpring

<i>Job Categories</i>	Administration: Business/Finance
<i>Job Type</i>	Full-time
<i>Grade Level(s)</i>	Not applicable
<i>Degree Preferred</i>	Not applicable ("Degree Preferred" will not appear on job posting)
<i>Experience Preferred</i>	--
<i>Work Eligibility</i>	Not required to apply
<i>Employment Start Date</i>	To Be Determined

Job Application Timeframes

<i>Internal Start Date</i>	07/16/2026	<i>General Start Date</i>	07/16/2026
<i>Internal End Date</i>	07/24/2026	<i>General End Date</i>	07/24/2026

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact*Name**Location**Email**Title**Phone***References***Automatically Send
Reference Check* **No***Reference Check
Form*