FREELAND
COMMUNITY SCHOOL DISTRICT
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www.FreelandSchools.net
710 Powley Drive
Freeland, MI 48623
Phone: 989.695.5527

NOTICE OF VACANCY

Position Available: 2026-2027 School Year
Position: Director of Finance
Start Date: Negotiable, but ideally not later than mid-to-late August
Work Year: Full year position, but includes the following paid days:

- 10 holiday, 20 vacation, 12 sick, and 3 personal

Salary Range: $90,000-$110,000

Qualification Requirements:

- Bachelor's degree in business, accounting, finance, public administration, or a related field, required.
- Master's degree (MBA), preferred.
- Three (3) years of prior experience in school district or ISD accounting, finance and/or grant administration, preferred.

Application Deadline:
Monday, July 13, 2026 - 12:00 p.m.

Properly certified and qualified candidates should apply to:
Marcus Hillborg, Superintendent, Freeland Community School District, hillborgm@freelandschools.net. Please include a letter of interest, resume, and references. Questions relative to this position should also be addressed to Marcus Hillborg.

Marcus Hillborg

Marcus Hillborg, Superintendent

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Position Title:	Director of Finance
Reports to:	Superintendent of Schools
Work Year:	Full year position
Salary Range:	$90,000-$110,000 w/ full benefits package

Position Summary

The Director of Finance is responsible for the leadership, oversight, and integrity of all financial and business operations. This role ensures sound fiscal management, long-range financial planning, regulatory compliance, and transparent reporting to support the district's instructional mission and strategic goals. The Director acts as a key advisor to the Superintendent and Board of Education on financial matters and district-wide planning.

Essential Duties/Responsibilities

Financial Leadership and Planning

- Develops, administers, and monitors the district's annual operating budget in alignment with district priorities and Board direction.
- Leads long-range financial forecasting, multi-year projections, and scenario planning to support sustainability and strategic decision-making.
- Analyzes financial, enrollment, and programmatic data to support district planning and resource allocation.

Compliance, Reporting, and Audits

- Oversees the preparation and timely submission of all required local, state, and federal financial reports, including the Annual Financial Report (FID) and transparency reporting.
- Ensures compliance with Michigan School Aid Act requirements, GASB standards, and other applicable laws and regulations.
- Coordinates and oversees the annual independent financial audit, including preparation of schedules, responses to audit findings, and implementation of corrective actions.
- Oversees timely submission of payroll tax deposits and all related reporting.

Cash Management, Investments, and Borrowing

- Manages district cash flow, investments, and fund balances in accordance with Board policy and applicable laws.

- Prepares and submits documentation required for State of Michigan borrowing programs as needed.

Business Operations and Oversight

- Processes district business services functions, including accounting, purchasing, and accounts payable/receivable.
- Prepares payroll, benefits and staffing allocations.
- Provides fiscal guidance to the Director of Nutrition Services on budget development, monitoring, and financial reporting.

Risk Management and Insurance

- Analyzes, evaluates, and oversees the district's insurance and risk management programs, including employee benefits, property, liability, transportation, and other coverage.
- Coordinates insurance renewals, claims, and risk mitigation strategies.

Labor Relations and Negotiations

- Serves as a financial resource for the district's collective bargaining and labor negotiations, including cost analysis and long-term fiscal impact modeling.
- Supports contract administration through financial interpretation and analysis.

External Relations and Professional Engagement

- Represents the district with county, state, and professional organizations related to school finance and business operations.
- Remains current on changes in school finance law, funding formulas, and regulatory requirements.

Qualifications

Education and Experience

- Bachelor's degree in business, accounting, finance, public administration, or a related field, required.
- Master's degree (MBA), preferred.
- Five (5) years of prior experience in school district or ISD accounting, finance and/or grant administration, preferred.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of Michigan school finance, governmental accounting, and public budgeting.
- Strong analytical, forecasting, and financial modeling skills.
- Ability to interpret and apply complex statutes, regulations, and technical guidance.
- Demonstrated ability to communicate complex financial information clearly to diverse audiences.

- Ability to build collaborative relationships with staff, administrators, unions, auditors, and community stakeholders.

This job description reflects the general responsibilities and requirements of the position and is not intended to be an exhaustive list. Other duties and responsibilities may be assigned by the Superintendent as needed.