



## POSITION POSTING

POSITION: Chief Financial Officer

QUALIFICATIONS:

- Master's Degree in Accounting, Finance, Educational Leadership, or related field
- Minimum three (3) years of responsible experience in finance or accounting, including three years in a supervisory or lead capacity in a public school system or in a position performing related duties.
- Minimum of five (5) years of management and/or leadership experience.
- Minimum of five (5) years of experience leading the accounting and/or fiscal reporting duties with a school organization in a management capacity is highly desirable.

JOB FUNCTIONS:

- **Financial Management & Accounting**
- Plans, organizes, and directs the business services functions of Charlevoix-Emmet ISD including accounting, budgeting, and reporting functions as required by granting agencies and the policies and regulations of the Board of Education
- Administers areas of business operations relating to cash management, bank reconciliations, accounts payable, accounts receivable, grant accounting, and internal/external reporting.
- Performs regular reconciliation of all funds, including all balance sheets and income statement accounts; reviews and approves accounts payable batches in accordance with policies and procedures.
- Oversees all accounts, ledgers, and reporting systems ensuring accuracy and full compliance with appropriate GASB standards, industry best practices and regulatory requirements.
- Prepares, plans and manages the fiscal year-end closing process to assure validity and accuracy of the organization's financial data for subsequent preparation of financial statements.
- Designs procedures and internal controls to safeguard the funds, assets, and resources of the schools; ensures proper implementation and provides training accordingly.
- Actively seeks to improve and simplify accounting and fiscal management approach with sustainable and scalable solutions. This includes the use of technology to eliminate inefficiencies while maintaining high accuracy.
- Ensures the schools' online purchasing systems are updated annually to date each year, rolled over properly and maintained throughout the school year, serves as the schools' purchasing system expert.
- Reviews and approves accounts payable batches in accordance with the organizations policies and procedures.
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- **Budget Development & Oversight**
- Coordinates the development of the annual budgets; monitors departmental and project budgets to provide assistance and ensure compliance with State guidelines and laws.
- In coordination with the leadership team, aligns the annual budget with CEISD needs and initiatives
- Advises administrators of budget account balances; resolves problems and discrepancies; and makes revisions as necessary, in compliance with established policies and procedures.



- Assists the leadership team in forecasting enrollment, calculating and reporting average daily attendance (ADA) and developing financial proposals to ensure the school's fiscal health and sustainability.
- Keeps informed on trends and changes in legislation applicable to school finance and budgeting; proposes recommendations in preparation or in response to legislative changes.
- Work to secure and best ensure grant funding and alignment of grant programs within the scope of department work.
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- **Audit, Compliance & Reporting**
- Prepares and submits a variety of compliance reports to all stakeholders including authorizing agencies within mandatory timelines.
- Serves as a liaison with the school authorizers, management, and staff to coordinate accounting and reporting processes; develops project timelines and a business services calendar to ensure all deadlines are met.
- Creates reports for Superintendent, Directors and/or department leads that include data pertaining to student spending tracking, accounting, and other purchasing and community provider data analysis.
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- **Leadership, Board Relations & Communications**
- Attends meetings of the Board of Education to present financial reports, budget data, attendance reports, enrollment projections and other related matters; conceptualizes and articulates strategies to improve financial operations and services.
- Interviews, selects, supervises, evaluates, disciplines and provides direction to assigned finance staff; mentors, guides and trains assigned staff.
- Represents the interests of the organization in a variety of settings and coordinates with outside agencies relative to business functions, financial, personnel and student information systems.
- Attends a variety of meetings to maintain current knowledge of legislation, legal codes and requirements; attends workshops, conferences, and staff meetings as needed.
- Provides optimal internal communications for staff at all levels throughout the organization related to the business department.
- Business Services support to contracted local school districts in areas of payroll, AP, financial reporting, audit support & coordination,
- Supervise department operations, services, and support in compliance with all Board policies, State and Federal regulations, and reporting requirements.
- Perform appropriate human resource functions necessary for hiring, coaching, supervising, and evaluating staff in accordance with established policies and procedures.
- Demonstrate appropriate leadership skills such as clear communication, technological literacy, interpersonal relationships, work ethic, and problem-solving abilities.

REPORTS TO: Superintendent

APPLICATION DEADLINE: May 11, 2026

CONTRACT LENGTH: 260 days annually

COMPENSATION: Per the Administrative Scale

BEGINNING DATE OF: July 2026



EMPLOYMENT:

DIRECT INQUIRIES TO: [www.charemysd.org/aboutus/jobs/](http://www.charemysd.org/aboutus/jobs/)

DATE POSTED: April 17, 2025

The Charlevoix-Emmet Intermediate School District is an equal opportunity employer. It does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling condition in employment. No person shall be denied employment solely because of any disability which is unrelated to the individual's ability to do the essential functions and duties of the job or without accommodation. Under state law, a person with a disability condition may not allege a failure to accommodate a disabling condition unless the employer knew or reasonably should have known that an accommodation was needed.