



**Harbor Springs  
Public Schools**

Excellence in Character  
Excellence in Education

## **CHIEF FINANCIAL OFFICER (CFO)**

### **Minimum Qualifications**

- Bachelor's Degree with a major in Business/Accounting, Finance, Educational Administration, or related field
- Excellent analytical and communication skills with the ability to work effectively with faculty, staff, students, Board of Education, and community members
- Possess or willing to obtain CFO certification by the Michigan School Business Officials (MSBO)
- Demonstrated experience in accounting and knowledge of financial principles
- Proficiency in Microsoft Office Suite and applicable accounting/financial software
- Strong organizational and interpersonal communication skills

### **Preferred Qualifications**

- Master's Degree in Educational Administration, Finance, or related field (preferred but not required)
- CPA designation
- Demonstrated skill in utilizing school finance software
- Experience in school finance and/or management of district operations (facilities, food service, or transportation)

### **Performance Responsibilities**

- Manages the Business Department staff.
- Coordinates and develops the budget planning and implementation process, including preparation, administration, and control.
- Oversees all financial and budgetary information for all operations/departments of the school district.
- Ensures year-end financial statements accurately reflect District revenues and expenditures.
- Develops and conducts internal audits of accounts, practices, and procedures.
- Supervises the reporting of workers' compensation and unemployment claims.
- Ensures proper records are maintained so that all District funds are safeguarded, property is accounted for, and accurate financial reports are available to the Superintendent and Board of Education.
- Manages the District's insurance programs, including property and casualty, liability, worker's compensation, and unemployment.

- Supervises activity fund accounts, including deposits, reporting, and reconciliation.
- Oversees the annual financial audit, coordinates reports, and serves as liaison with audit staff.
- Oversees the maintenance of debt retirement accounts and recommends annual debt retirement millage rates.
- Responsible for bank reconciliations, deposits, receipts, and journal entries.
- Responsible for administration, compliance, and reporting of state and federal grants.
- Administers analysis, evaluation, planning, and forecasting for all non-instructional operations.
- Administers District elections.
- Keeps the Superintendent and Board informed of the operating condition of the District.
- Monitors compliance regarding purchasing, bidding, and negotiations.
- Assists with labor contract negotiations and provides financial data to the negotiating team.
- Attends and provides financial and operational reports at board meetings, work sessions, and committee meetings.
- Maintains the highest level of confidentiality.
- May supervise and provide leadership to the Directors of Transportation, Food Service, and Facilities, ensuring effective, safe, and cost-efficient operations as determined by qualifications, experience, and interest.
- Works cooperatively with principals and department directors to align financial and operational resources with student success.
- Performs other duties as assigned by the Superintendent.

### **Salary Range**

Compensation will be commensurate with the candidate's education, experience, and the scope of assigned responsibilities. The anticipated salary range is \$105,000 to \$115,000.

### **Terms of Employment**

Full-time, 12 months; comprehensive benefits package. Relocation assistance may be available, determined by distance.

### **Starting Date**

December 1, 2025, or as agreed upon by both parties.

### **Application Process**

Email cover letter, résumé, transcripts, and certificates to:

Scott Korpak, Interim Superintendent  
skorpak@harborps.org

### **Application Deadline**

November 5, 2025 – 4:00 pm EST, or until filled