

## **Chief Financial Officer (CFO)**

**Posting Date:** November 10, 2025  
**Closing Date:** Until Filled - expecting to hire January 1, 2026  
**Classification:** Administrator  
**Building:** Central Office  
**Work Year:** 260 Days  
**Reports to:** Superintendent

### **QUALIFICATIONS:**

1. Bachelor's Degree in Accounting, Finance, or related field required.
2. C.P.A. Post-bachelor's degree work and/or completion of an M.B.A, M.S., or other master's degree preferred.
3. Seven (7) years of experience in education and/or governmental accounting and auditing, including grants preferred
4. Five (5) years of successful supervisory and leadership experience required.
5. Excellent analytical skills required.
6. Spreadsheet software proficiency is required.
7. Demonstrated experience in budget management.
8. Excellent written and verbal communication skills are required.

### **SPECIFIC SKILLS AND TRAINING**

1. Michigan School Business Officials Chief Financial Officer Certification preferred.
2. Experience in financial analysis related to collective bargaining negotiations required.
3. Proficiency in using the Microsoft Windows desktop operating system and Windows-based applications.

### **SUMMARY:**

The Chief Financial Officer manages business and financial services to ensure that Grosse Ile Township Schools derives the maximum educational benefits from the expenditures of school funds; providing information and serving as a resource to the Superintendent and other members of the Executive Cabinet; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the District Leadership Team.

### **ESSENTIAL FUNCTIONS:**

*Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Grosse Ile Township Schools District that no person shall, on the basis of race, color, religion, national origin or ancestry, age, gender, marital status, disability, or limited English proficiency be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to, discrimination in any program, activity, service or in employment to which it is responsible or for which it receives financial assistance from the U.S. Department of Education. For information, contact the Superintendent's Office, 23276 East River Road, Grosse Ile, Michigan 48138, (734)362-2581.*

The Chief Financial Officer is responsible for financial management of the school district. S/he is responsible for providing leadership and oversight to the areas of budget and planning, accounting, purchasing, and payroll. The position is responsible for providing information to the public regarding the financial costs of the school district and advises the Superintendent on financial issues; ensures compliance with state/federal regulations. The Chief Financial Officer is directly responsible to the Superintendent for the administration of the business, transportation, custodial/maintenance and cafeteria operations of Grosse Ile Township Schools.

The Chief Financial Officer serves as a member of the Superintendent's Executive Cabinet and participates in overall district planning, decision-making and operation. S/he is responsible for supporting the Superintendent in the development and implementation of the District's Strategic Plan. The Chief Financial Officer is responsible for the completion of special assignments or projects, inside or outside the scope of business and finance, as may be assigned by the Superintendent. This position reports directly to the Superintendent.

## **PERFORMANCE RESPONSIBILITIES:**

### **Business Leadership:**

1. Provide leadership to the operating and capital budget processes and the internal and external financial reporting process.
2. Provide leadership and direction to select departments within the school district to ensure effective and efficient operations and enhance process and performance management. Oversees the accounting and payroll departments.
3. Reviews the financial status of the school district throughout the year and makes recommendations to the Superintendent as necessary regarding expenditures. Reviews systems/processes and makes recommendations to improve current methods. Analyzes operations to identify areas in need of reorganization, downsizing, or elimination.
4. Consults with the Superintendent, School Board members, and other staff as questions arise relating to the school district's finances.
5. Attends meetings of the School Board (including twice-monthly evening meetings and monthly Finance Committee meetings) and prepares such reports for the School Board as requested by the Superintendent.
6. Advises board members and administrative staff regarding financially related matters pertaining to collective bargaining negotiations.
7. Assures integrity, timing, proper documentation, adherence to board policy, and legality of all accounting activities and transactions.

### **Business Affairs:**

1. Responsible for preparing the annual financial report in compliance with the Michigan Association of School Business Officials Association Standards, Government Finance Officers Association, and related government accounting standards.
2. Ensures compliance with accounting, disbursement, and reporting requirements of agencies from which grants have been received.
3. Oversees the maintenance of a continuing auditing program for all funds and assists the district's independent auditors in conducting the annual audit.
4. Directs the preparation of all financial statements, including income statements, balance sheets, tax returns, and governmental agency reports.
5. Directs, manages, and supervises the staff, functions, and operational activities of Grosse Ile Township School's Finance, Medicaid, and fiscal grant compliance accounting functions.
6. Oversees the property casualty, and liability insurance programs for the school district.
7. Oversees and directs all treasury functions, including banking, investments, cash management, and borrowing. Directs, reviews, and participates in analysis of investments.
8. Ensure appropriate fiscal controls.
9. Oversees the payroll and benefit functions of the Business Office.

**Employee Relations:**

1. Design and facilitate professional development programs for support staff.
2. Work with the Human Resources Director to implement a strong talent strategy to supervise and evaluate the performance of assigned personnel, including all employees who report to the Chief Financial Officer.
3. Assist in the recruitment and retention of high quality staff that positively impact district operations.
4. Assist in the selection, assignment, transfer, promotion, and dismissal of support staff.
5. Work collaboratively with the Executive Director of Instruction, Innovation & Grants to ensure high levels of efficiency throughout the organization.
6. Supervise the Director of Operations and provide leadership and guidance. Collaborate with the Director of Operations to ensure efficient day-to-day operations.

**Vendor Relations:**

1. Negotiate contracts and agreements with vendors to secure cost and terms

**Miscellaneous Responsibilities:**

1. Assume the role of Interim Superintendent during periods of absence or extended leave, providing seamless leadership and ensuring the continuity of essential administrative

functions to guarantee the smooth operation of the district in the Superintendent's absence.

2. Assist in the preparation of the School Board meeting agenda and Buildings, Grounds, & Finance Committee agenda
3. Assist in the development of policies and administrative guidelines
4. Assist in the development of the District's Technology Plan.
5. Assist in the management of bond-related projects and budgets.
6. Perform other duties and tasks as assigned by the Superintendent.