



LAKEVIEW PUBLIC SCHOOLS

27575 Harper Avenue, St. Clair Shores, Michigan 48081

586-445-4000 Ext. 2503 | www.lakeviewpublicschools.org



NOTICE OF VACANCY

The following Central Office Exempt position is available:

CHIEF FINANCIAL OFFICER / BUSINESS OFFICIAL ***(12 Month Position)***

Position Summary:

The Chief Financial Officer / Business Official at Lakeview Public Schools is responsible for the leadership and supervision of business functions and food services across the district, the daily workflow of financial operations, and compliance with all State and Federal guidelines. This position supports the financial health and wellness of all departments throughout the district. Responsibilities also include leading the design, development, implementation, supervision and evaluation of district financial processes and measures. This position will collaborate and work in conjunction with the Business Office, Department of Food Services, Superintendent's Office, Human Resources Office, and other departments/building administrators.

Certification Requirements & Qualifications:

- Master's Degree in accounting, finance, business administration or related field
- Significant coursework in accounting (*required*) and/or CPA (*preferred*)
- Five years of related experience (*required*); experience in a Michigan public school business office (*preferred*)
- Familiarity with the Michigan school accounting manual
- Ability to effectively communicate orally and in writing
- Knowledge and experience with employee benefits in a self-funded environment
- Computer proficiency, particularly in Microsoft Office (Excel, Power Point, Word, Access, etc.) and Google (Sheets, Slides, Docs, Forms, etc.)
- Earned or eligibility for MSBO CFO certification (*preferred*)
- Budget development and monitoring experience
- Knowledge of network infrastructure, finance systems, on-line payment and payroll systems (*preferred*)
- Such alternatives to the above qualifications that administration may find appropriate and acceptable

Required Skills:

- Effective communication skills, both orally and in writing
- Good organizational and problem solving skills
- Self-directedness and initiative when given a variety of tasks and responsibilities.
- Enthusiastic and takes initiative
- High degree of efficiency and accuracy
- Demonstrates ability to provide leadership that results in teamwork and collaborative working relationships.
- Exhibits leadership in the ability to communicate a clear vision and to work cooperatively with colleagues to attain the vision.
- Strong knowledge base in explicit strategies and use of data driven decision-making.
- Evidence of ability to establish working relationships that result in mutual respect.
- Willingness to think abstractly, and use problem solving skills to improve budgets and financial processes, possess a solution focused mindset
- Strong interpersonal and public relations skills.
- High degree of flexibility and ability to work effectively in fast paced environment

Nondiscrimination and Access to Equal Education Opportunity

It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender, marital status, sexual orientation, disability, height, weight, and/or other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in its programs and/or activities. Any person believing they have been discriminated against may bring a complaint to the local civil rights coordinator: Deputy Superintendent, 27575 Harper Ave, St. Clair Shores, MI 48081, 586-445-4000 x2503.



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General Responsibilities:

***Include but are not limited to the following;**

- Perform accounting duties for the efficient operation of payables, receivables, payroll and other business office functions
- Advise Central Office Team and the Board of Education on Budget development and monitoring
- Advise the Board of Education, Superintendent, and Central Office Team relating to the business and financial affairs of the district
- Attend Board of Education meetings and Board committee meetings
- Assist in bidding and acquisition of supplies and services (several large vendor service contracts)
- Assist in employee benefit monitoring and administration (self-funded environment)
- Complete accounting and financial reporting (local, state, federal), including audit preparation and oversight
- Assist in solving problems related to network administration and infrastructure with outside contractor support
- Provide executive oversight and supervision and support of food service program
- Develop and monitor procedures that ensure compliance with generally accepted accounting practices (GASB)
- Participate in and lead professional development opportunities to further develop skills of all staff
- Supervise and Evaluate Business Office Staff & District Food Service Coordinator
- Recommend, interpret, and implement Board policies in areas of assigned responsibility

Department Specific Responsibilities:

***Include but are not limited to the following;**

ACCOUNTING / FINANCIAL MANAGEMENT

- Provide for the accounting of district funds in accordance with state and federal requirements, generally accepted accounting principles, and district policies
- Oversee cash flow planning; supervise the investment of idle funds; apply for state aid notes as needed
- Serve as the district's collection agent and payroll officer, and maintain fixed asset records
- Prepare and upload financial reports for local, intermediate, state and federal use where applicable (MEGS+, FID, etc.)
- Coordinate staff preparation and materials for the annual financial audit
- Establish and monitor cash handling procedures at all levels and within all programs
- Supervise the monitor credit/debit card use and procedures
- Prepare and present tax levy documents, Board Budget Hearing, and monitoring of local taxable value changes.

BUDGETING

- Develop and monitor department, program, and building budgets for the district's funds
- Develop and maintain appropriate systems for budgetary reporting, control, and amendment
- Prepare and present information for the annual Truth-in-Taxation and other required budget communications
- Assist in oversight of districts' grants, bonds, mileages, etc.

HUMAN RESOURCES

- Assist in oversight of the district's employee benefit programs
- Serve as a team member and/or resource person for employee negotiations
- Work with building principals and department heads to assist in supervising staff
- Directly manage staff in the business and food service departments

OFFICE OPERATIONS

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- Oversee data processing in the business office; provide user support as needed
- Develop and review district business forms and procedures
- Maintain the district's valuable documents; oversee record management in the business office
- Coordinate appropriate in-service training for the business office staff for implementation of new procedures

PURCHASING / SUPPLY MANAGEMENT

- Assist in the implementation of district policy for bidding and purchasing
- Maintain district involvement in cooperative purchasing plans when feasible

FOOD SERVICE OPERATIONS

- Provide executive support to the Food Service Department through supervision of employees and operations
- Supervise the financial operations, reporting and compliance of the district's food service program
- Recommend lunch and food purchase pricing annually, or as needed

Compensation:

- *Title & Salary Negotiable based on related experiences & credentials*
- *Range: \$135,000-\$160,000*
- Healthcare Benefit Package
- Leave/Vacation Days
- Annuity Payment
- Other excellent fringe benefits outlined within exempt contracts

DEADLINE FOR APPLICATION: 3:00 PM – MONDAY, JANUARY 12, 2026 (or until filled)

ACCEPTING ONLINE APPLICATIONS ONLY

Please submit your online application at www.lakeviewpublicschools.org, and include a letter of interest, resume, transcripts, administrator certificate, and references.

Tracy L. Van Peeren, Deputy Superintendent

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