

**Job Description for
Finance/Business Director**

JOB TITLE:	Finance/Business Director
DEPARTMENT:	Business Office
REPORTS TO:	Superintendent
WORK LOCATION:	CCRESA Administration Building
WORK SCHEDULE:	Full Year Position
SALARY SCHEDULE:	Salary Commensurate with Experience, Per Compensation Manual, Range is approximately \$95,000 to \$129,000 for an individual with a Master's Degree.

SUMMARY

The Business Manager works closely with the Superintendent of Clinton County Regional Educational Service Agency (CCRESA) to provide leadership for the organization related to the district's financial management and building and site operations. The Business Manager supports both CCRESA and the districts for which CCRESA provides financial services.

The person in this position is responsible for planning, implementation, and oversight of all business office processes, ensuring all are completed within appropriate timeframes and in an effective and efficient manner. Areas of knowledge and responsibility include budget development and monitoring, financial administration and reporting, grant management, cash flow, debt, investment monitoring and analysis, taxable value and tax collection reporting, and financial year-end and audit preparation and reporting. The Business Manager supervises and provides leadership for payroll and accounts payable.

The person in this position is responsible for oversight of all building and site operations, including supervision of the Operations Supervisor and contracted janitorial services. Long-range building needs assessment and site planning fall under the purview of the Business Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership:

1. Actively participate, provide leadership, and represent CCRESA and the CCRESA Business Office in Board of Education meetings, administrative meetings, Superintendent meetings, and regional business leader meetings
2. Responsible for the planning, development, and implementation of the district's budget and long-range budgetary projections in alignment with CCRESA mission and vision
3. Responsible to provide pertinent financial information to the Board of Education, staff, and the community
4. Provide leadership and actively participate in emergency planning and response
5. Monitor legislation and pending legislation to assess the implication for the district

6. Coordinate and lead local constituent school district business manager meetings and provide expertise to local school district business offices
7. Actively provide leadership and direction related to continuous improvement initiatives
8. Act as a Level 5 Official for Michigan Department of Education compliance and reporting

Business and Finance:

1. Oversee the financial affairs of the district, including the handling of all funds, accounting and reporting procedures and long-range planning
2. Develop and monitor CCRESA budgets
3. Supervise Business Office personnel
4. Oversee the development and maintenance of accounting records for disbursements and receipts of the district. Maintain proper retention of financial and payroll records.
5. Oversee taxable value compilations and assessments; analyze the impact of taxable values and tax collections
6. Maintain necessary fixed asset and property records
7. Maintain appropriate levels of property casualty insurance on all district assets, coordinate workers compensation insurance
8. Oversee compliance and financial reporting with federal, state, and local funding sources
9. Direct cash flow management and investments in compliance with Board policy and regulations
10. Provide direction for payroll, procurement, accounts payable, and cash receipting processes
11. Oversee the preparation of financial statements and the annual audit of the district
12. Coordinate employee benefits plans and tax-favorable treatment for CCRESA employees
13. Provide technical assistance to local school district on business office related issues

Operations, Site and Grounds:

1. Oversee the operational affairs of the district, including long-range facility planning
2. Supervise the operations staff
3. Oversee the contract for janitorial services, snow plowing, and lawn mowing
4. Maintain a plan and a budget to address building and site needs
5. Oversee inspections of fire equipment, sprinkler systems, and alarm systems
6. Coordinate emergency drills

Other:

1. Supervise truancy officer
2. Oversee the contract with Dean Transportation for student transportation
3. Oversee the pupil accounting contract with Genesee ISD and advise local districts on pupil accounting procedures
4. Collaborates with the Communications and Human Resources Director in matters that impact employee pay and benefits

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

SUPERVISORY RESPONSIBILITIES

Business Office Staff: Fiscal Services Coordinator(s), Payroll Specialist, Human Resource Liaison, Accountant(s), Business Consultant

Operations Staff: Operations Supervisor

Truancy Officer

QUALIFICATIONS

Education: Minimum Bachelors Degree in Accounting, Finance, Business or a related subject area required. Masters Degree is preferred

Experience: Minimum of five years of related experience is preferred. Previous school administration experience preferred.

Certificates, Licenses, Registrations: MSBO CFO certification preferred.

Other knowledge, skills and abilities:

1. High degree of diplomacy and ability to work with and influence persons in all types of positions
2. Ability to make decisions the require a high level of problem-solving skills due to complexity and broad scope of incumbent responsibility
3. Ability to manage complex relationships with community and staff
4. Ability to form and lead teams
5. Accuracy with numbers and ability to analyze and explain financial data
6. Expertise in fund accounting and public finances
7. Proficient in use of office equipment including calculator, fax machine, and shredder.
8. Knowledge of credit cards, accounts payable and payroll processes
9. Ability to make accurate arithmetic calculations.
10. Knowledge base of computer programs including word processing, spreadsheet program, and office management software.
11. Ability to maintain moderately complex and automated accounting records in an orderly and accurate manner.
12. Ability to generate special computerized reports and schedules with minimum direction.
13. Ability to maintain confidentiality.
14. Ability to use judgement.
15. Organization skills – ability to maintain and access data and records.
16. Communication skills – ability to express ideas clearly and concisely, in writing and verbally.
17. Interpersonal skills – cooperative, courteous, flexible, good natured, and concerned with being helpful and making a good impression.
18. Effective work skills – conscientious, persistent, resourceful, productive and active.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 50% of the time.
2. Occasionally positions self to maintain files in file cabinets.
3. Occasionally positions self to move files on shelves.

WORK ENVIRONMENT

Normal office environment. It is anticipated that some stress will be associated with this position primarily due to deadlines and irregular workflow. It is necessary that the individual have the capacity to remain calm, considerate, and tactful.

POSITION TYPE/EXPECTED HOURS OF WORK

Some flexibility in hours is allowed, but employee is generally expected to work 5 days a week at the CCRESA Administration Office or at a location that compliments the type of work completed and facilitates services. The work schedule is 7.5 hours per day and the employee must routinely be available during the core work hours of 9:30 a.m. to 3:30 p.m. (lunch hour permitted). Deviations to the generally expected schedule is allowed if approved in advance by supervisor. Occasional evening and weekend work may be required as job duties demand.

TRAVEL:

The employee may be asked to travel between the school districts in Clinton County and to other Michigan intermediate School Districts.