

Director of Business and Finance

LOCATION: Business Department, Board Office

REPORTS TO: Chief Financial Officer

COMPENSATION: The Salary Range is \$108,232 to \$137,700 based on [W-WCOAA Collective Agreement](#)

BENEFITS: Medical, Vision & Dental Insurance
Michigan Public School Retirement Plan

POSTING DATES: Internal: November 19, 2025 – November 25, 2025 by 3:00 p.m.
External: November 19, 2025 – Until filled

Wayne-Westland Community Schools is located in the metropolitan Detroit area, between Ann Arbor and Detroit. Our staff provides the very best educational opportunities for approx. 10,000 students from Westland, Wayne, Canton, Livonia, Garden City, Dearborn Heights, Inkster, and Romulus. The Wayne-Westland Community School district is comprised of ten elementary schools (K-5), three middle schools (6-8), and two high schools (9-12). We also have an early childhood center, an ultra-modern facility for career/technical training, an alternative high school, and a thriving online program.

The dynamic environment throughout the school district illustrates that when a school and community work together, extraordinary results occur. Our school district promotes high expectations for success and provides students with a safe, caring and nurturing environment.

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Overall responsibility for school district fund accounting activities to include general, federal, grants, debt, food services, building and site, Act 18, student activities, long term debt and fixed assets
- Overall responsibility for Business Office operations to include payroll, accounts payable, grant accounting, student activity accounting, Act 18 accounting, financial accounting, and fringe benefits
- Serves as Board Finance Committee Member (alternate)
- Oversee external auditors in the annual audit and financial report preparation
- Responsible for the investment of excess cash balances for all funds and manages cash flow projections and associated district borrowing
- Assist in the development and revision of school district operating budgets and long range financial planning
- Assumes responsibility for the development and revision of accounting systems and procedures
- Develop school district operating and debt service millage rates
- Prepare State, County, Federal and internal financial reports and analysis
- Provide a system of internal audit and control for all school funds
- Assumes responsibility for all Federal and State tax reporting
- Perform any other duties as may be assigned

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Business (Master's degree in Business preferred)
- A minimum of five (5) years directly related experience with at least two (2) years experience in supervisory capacity preferred
- School experience preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be eligible to work in the United States
- Demonstrate leadership in all Business operations
- Understanding of current generally accepted accounting practices and procedures

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is frequently required to remain in a stationary position. The employee will frequently be required to move about the inside of the office area and the building. The employee may need to travel to different work locations. This person communicates with other administrators, staff and the community and must be able to exchange accurate information in these situations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually quiet. The employee is required to interact with other administrators, staff and occasionally with the public. At times, this employee may be directly responsible for the safety and well-being of students.

TERMS AND CONDITIONS OF EMPLOYMENT:

Compensation per the W-WCOAA master agreement, the salary range for a Grade 14 position is \$108,232 to \$137,700.

EVALUATION:

Job performance is evaluated in accordance with district guidelines.

APPLICATION PROCEDURE:

Apply on line at <https://www.wwcsd.net/> or in person at the Human Resources Department.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.