



Clarenceville School District Job Posting

POSITION: Director of Business and Support Services

LOCATION: Central Office

SCHEDULE: 2026-2027 School Year **SALARY:** Commensurate based on experience
260 Days (12-Month Administrative Contract)

POSTING DATE: May 2026

DEADLINE: Until Filled

POSITION SUMMARY

The Director of Business and Support Services serves as the district's chief financial and operational officer and a key member of the Superintendent's leadership team. The position is responsible for planning, directing, and managing the district's financial affairs and operational support services to ensure fiscal integrity, efficient operations, and alignment with district strategic priorities.

The Director provides leadership and oversight for the district's financial operations, budget development, accounting systems, purchasing, facilities and maintenance, transportation, technology services, food services, capital projects, and risk management. The position advises the Superintendent and Board of Education on financial strategy, resource allocation, and long-term planning to support student achievement and operational excellence.

QUALIFICATIONS

- Bachelor's or Master's degree in Business Administration, Educational Leadership, Public Administration, or related field
- Minimum five (5) years of progressively responsible experience in:
 - school business administration
 - public sector finance
 - governmental accounting
 - district operations management
- Demonstrated experience in budget development and financial management
- Strong leadership, organizational, and communication skills

PREFERRED QUALIFICATIONS

- Michigan School Business Officials (MSBO) certification or eligibility
- Certified Public Accountant (CPA) or similar professional credential

- Experience with Michigan public school finance systems and reporting
- Experience managing bond programs or capital projects
- Experience supervising multiple operational departments

REQUIRED KNOWLEDGE AND SKILLS

- Knowledge of governmental accounting standards and school finance practices
- Understanding of Michigan State School Aid funding structure
- Strong financial analysis and forecasting ability
- Leadership and personnel management skills
- Strategic planning and organizational management
- Excellent written and verbal communication skills
- Ability to present complex financial information clearly to diverse audiences

KEY RESPONSIBILITIES

Financial Management and Budget Administration

- Direct and oversee all district financial operations including accounting, payroll, accounts payable, purchasing, investments, and financial reporting.
- Lead the development and administration of the district's annual operating budget in collaboration with the Superintendent and district leadership.
- Prepare long-range financial forecasts and multi-year financial projections.
- Monitor revenues, expenditures, fund balances, and cash flow to maintain fiscal stability.
- Ensure compliance with Michigan Public Act 621 Uniform Budgeting and Accounting Act.
- Develop and maintain financial internal controls to safeguard district assets.
- Prepare and present monthly and annual financial reports to the Superintendent and Board of Education.
- Coordinate and oversee the annual independent financial audit and ensure implementation of recommendations.
- Oversee district investment practices in compliance with Michigan Public Act 20. Manage district banking relationships and financial systems.

Michigan School Finance and Compliance

- Ensure accurate reporting of district financial data to the Michigan Department of Education (MDE).
- Oversee reporting through state systems including:
 - **CEPI** (Center for Educational Performance and Information)
 - **MEGS+** (Michigan Electronic Grants System)
 - **SIGMA** financial reporting
 - **FID / State Aid financial reporting**
 - **NexSys**
- Monitor and manage Michigan State School Aid revenue and categorical funding.
- Ensure compliance with federal grant requirements including ESSA and other federal programs.
- Oversee compliance with pupil accounting financial implications in coordination with district pupil accounting staff.

Capital Projects, Bonds, and Sinking Funds

- Provide financial leadership for district **bond programs, capital improvement projects, and facility planning**.
- Manage the financial oversight and reporting for **bond construction programs**.
- Oversee the administration and compliance of **sinking fund revenues and expenditures**.
- Coordinate financial reporting related to bond and capital project expenditures.
- Work with architects, construction managers, and contractors to ensure financial accountability for capital projects.

Business and Operational Services

Provide administrative leadership and oversight for district support service departments, which may include:

Facilities and Maintenance

- Building maintenance and custodial services
- Grounds and building operations
- Energy management

Transportation

- Student transportation operations
- Bus fleet management
- Transportation safety compliance

Technology Services

- District technology infrastructure
- Cybersecurity and network systems
- Instructional technology support

Food and Nutrition Services

- School meal programs
- Compliance with USDA and state nutrition regulations
- Food service financial management

Purchasing and Contracts

- Procurement processes and bid management
- Vendor relationships and contract administration
- Compliance with district purchasing policies

Risk Management and Insurance

- Administer district insurance programs including property, liability, and workers compensation.
- Coordinate risk management programs and safety compliance.
- Manage district participation in risk pools or insurance cooperatives.

Strategic Leadership and District Administration

- Serve as a key advisor to the Superintendent on financial and operational matters.
- Participate in district strategic planning and resource allocation.
- Provide financial analysis and cost projections to support district initiatives.
- Support the Superintendent and Board of Education in policy development related to finance and operations.
- Participate in collective bargaining by providing financial data and projections.
- Assist in the preparation of financial presentations for community engagement, millage proposals, and bond initiatives.

Board of Education Responsibilities

- Prepare and present financial reports, budget documents, and operational updates at Board of Education meetings.
- Provide financial analysis to support Board decision-making.
- Coordinate required financial public hearings including budget hearings and transparency reporting.

Personnel Leadership

- Supervise and evaluate assigned department directors and staff including business office personnel and operational department leaders.
- Promote collaboration across departments to ensure efficient district operations.
- Provide leadership, training, and professional development opportunities for staff.

Community and Professional Relations

- Represent the district in professional organizations including:
 - Michigan School Business Officials (MSBO)
 - Michigan Association of School Administrators (MASA)
- Maintain productive working relationships with local government agencies, auditors, and regulatory agencies.
- Communicate financial and operational information to district stakeholders and the community.

Method of Application:

Apply Online at www.clarencevilleschools.org (under employment)

Internal Candidates:

Contact Melissa Carruth - Phone: 248 919-0250 Email: melissa.carruth@clarencevilleschools.org

Clarenceville Schools is an Affirmative Action/Equal Opportunity Employer

<http://www.clarencevilleschools.org>

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex,(including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, “Protected Classes”) that are protected by

Federal civil rights laws (hereinafter referred to as “unlawful harassment”), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to insure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies. The Superintendent’s office is located at 20210 Middlebelt Road, Livonia, Michigan 48152.