



# FITZGERALD

## Public Schools



### Human Resources Department

POSITION: Director of Business Services  
LOCATION: Fitzgerald Public Schools  
WORK YEAR: 52 Weeks  
SALARY: Based on Central Office Experiences

#### **JOB GOAL:**

The Director of Business will serve as a member of the Superintendent's cabinet and be responsible for the overall management of the financial operations of the district including financial policy development, leadership in financial planning and district organization and advising administrators and Board on financial matters.

**Who we are:** At Fitzgerald Public Schools, our mission is to inspire, empower and prepare today's learner to become tomorrow's leader. Our vision is to educate our future leaders to be **Focused, Progressive and Successful**. Our strategic plan includes: providing a guaranteed and viable curriculum; a multi-tiered system of support; considerations for the whole school, whole child and whole community; engaging all families; data-based decision making; communication and collective responsibility. From our humble beginnings in 1920, Fitzgerald Public Schools is a community of 2,200 students with 350 staff members. We are proud of our early childhood center for grades PreK-K, our two elementary schools, one for lower elementary grades 1-3 and one for upper elementary grades 4-5, our middle school serving grades 6-8 with one of the planetariums in the county, our high school for grades 9-12 with a state of the art automotive service center, and our virtual academy. We have an award winning athletic program, marching band and our own foodservice, transportation, custodial and maintenance teams. Through our partnership with a local provider, we also offer school age child care.

#### **What we offer:**

Fitzgerald Public Schools has a competitive salary and benefits package along with opportunities for advancement and leadership. We are small enough to enable us to know each other personally and large enough to maintain high standards that demonstrate our expertise in education. With the passing of our recent bond, we have buildings, classrooms, cafeterias and offices in the process of being transformed for the future.

#### **QUALIFICATIONS:**

- Bachelor's Degree in Business with major or coursework in accounting required
- CPA, CFM or MBA preferred
- Possession of (or ability to obtain) the Michigan School Business Officials Chief Financial Officer Certification
- Deep understanding of the State School Aid Act and the Revised School Code.
- Minimum five (5) years in the field of accounting and three (3) years of managerial experience
- Demonstrated effective administrative and leadership skills
- Ability to analyze accounting data and make necessary adjustments

#### **EXPERIENCE:**

- Minimum three (3) years accounting and supervisory experience preferably within a Michigan School District
- Proficient in excel, word, accounting system
- Knowledge of the AS400
- Analytical and report preparation
- Strong communication and customer service skills
- Project management

The Fitzgerald Public Schools does not discriminate on the basis of race, color, religions, national origin or ancestry, gender, disability, age, height, weight, marital status, or other protected classes in its programs, services, activities or in employment. Inquiries related to discrimination on the basis of disability should be directed to Carolyn Wilson, Section 504 Coordinator, Special Services Office, Fitzgerald Public Schools, 23200 Ryan Rd., Warren, MI 48091 586-757-4044. Direct all other inquiries related to discrimination to Cheri Nowak, Civil Rights Coordinator, Fitzgerald Public Schools, 23200 Ryan Road, Warren, MI 48091 (586) 757-1751.



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### **DUTIES & RESPONSIBILITIES:**

#### *Financial Management and Reporting*

- Review all State and Federal fiscal reports, including but not limited to FID, SE4096, SE4094, VOC4033
- Ensure compliance with the Michigan Public School Accounting Manual and all State Aid Act Requirements
- Develop and monitor the district cash management strategy including banking, cash flow and investments
- Oversee the Grant Award Notification Process through various systems, including but not limited to: NexSys, eRate, GEMS/MARS
- Serve as the high-level liaison and main point of contact with auditors for annual financial audit, grant compliance and internal controls framework
- Attend Board of Education meetings on a monthly basis, present financial reports and communicate financial position to stakeholders
- Oversee the reporting and reconciliation of the Michigan Public Schools Employees' Retirement System (MPSERS) contributions.

#### *Strategic Planning and Budgeting*

- Lead the development of the multi-year financial forecast to ensure long-term fiscal solvency and alignment with the District's Strategic Plan
- Perform financial analysis for high-level decision-making
- Serve as a member of the district's collective bargaining team; provide financial modeling, cost analysis of proposals and impact statements for labor contract negotiations.
- Collaborate with the Office of Academic Services and Student Services to ensure all state and federal funds are utilized effectively and remain compliant.
- Analyze policy and procedures for efficiency, internal controls, administration and oversight. Effectively document procedures and processes.

#### *Operational Oversight*

- Oversee purchasing systems to assure proper internal controls are in place and being followed, approve/monitor large bids and contracts and approve financing and major acquisitions
- Provide financial oversight for Bond and Sinking Fund projects, ensuring expenditures align with ballot language and treasury regulations.
- Coordinate long-range capital improvement planning in conjunction with the Superintendent and Facilities Director
- Oversee the preparation of tax statements, payments, tax settlements, and tax tribunals

#### *Leadership*

- Supervise, manage and develop department staff, which includes payroll, accounts payable, banking, accounts receivable.
- Oversee the cross training of staff members, delegate responsibilities, and ensure deadlines are met.
- Perform other duties as assigned

### **ESSENTIAL FUNCTIONS, INCLUDE, BUT ARE NOT LIMITED TO:**

- Proven ability to organize and delegate work appropriately to ensure deadlines are met
- Ability to be a self starter, show initiative
- Establish and maintain cooperative and effective working relations with others
- Ability to provide leadership in financial planning and organization for the district
- Ability to supervise business department and advise staff on accounting related questions
- Ability to interact with building administrators and department heads related to resources required



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- Proven ability to cultivate a supportive environment
- Successful experience in training and mentoring
- Ability to interact with grant administrators
- Ability to clearly communicate financial information to a variety of stakeholders

Qualified applicants should apply to AppliTrack at <http://www.applitrack.com/fitzgerald/onlineapp/>