

ONSTED COMMUNITY SCHOOLS JOB DESCRIPTION

TITLE: Director of Finance & HR

Description: The Director of Finance & Human Resources oversees district financial and business functions, including budget development, accounting, audit, bonding, purchasing, payroll, and employee benefits. This role also supervises any Business Office Staff. Working closely with the Superintendent, the Director ensures that financial and operational resources align with district strategic goals and comply with legal requirements.

QUALIFICATIONS

1. Bachelor's Degree in accounting, finance, or business preferred. Master's Degree preferred.
2. Minimum of seven years administrative or professional experience.
3. Ability to prepare and interpret financial data.
4. Exercise independent judgment while maintaining fiscal responsibility and compliance.
5. Strong analytical and critical thinking skills.
6. Strong background in Finance and Human resources field. (preferred)
7. Previous experience in a school environment is preferred with working knowledge of state and federal reporting.
8. Ability to communicate effectively with the Board of Education, staff and community in all written and oral communications.
9. Ability to maintain confidentiality at all times.

REPORTS TO: Superintendent

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create, propose and direct the district's financial strategy, including budget development, forecasting, and long-term planning, ensuring alignment with the goals set by the Superintendent and Board of Education.
- Ensure compliance with state and federal regulations, audits, and reporting requirements while maintaining financial transparency with stakeholders (board, superintendent, and state agencies).
- Complete state and federal reporting requirements.
- Supervise the Business Office team, ensuring effective and efficient financial operations, including payroll, accounts payable, purchasing, human resources and overall district financial health.
- Administer liability and casualty insurance programs and oversee benefits administration in compliance with law and policies
- Support the Superintendent in collective bargaining, including contract interpretation and alignment with financial goals.
- Develop and implement internal control policies to ensure financial compliance and risk mitigation strategies.
- Ensure alignment with the Michigan Public School Accounting Manual, maintaining an accurate chart of accounts.

- Guide financing of bonds, sinking funds, and capital improvement projects to align with district infrastructure goals.
- Manage district cash flow, investment activities, and tax levies, ensuring compliance with the Headlee Amendment, Truth in Taxation, and other legal requirements.
- Provide strategic oversight on capital planning and facility development in coordination with the Superintendent and Facilities Director
- Provide recommendations on bond and millage elections, including financial projections, timing, and communication to the public.
- Monitor school and departmental budgets for cost-effective use of resources across operations.
- Oversee vendor management, ensuring compliance with purchasing agreements and contracts.
- Administer the district-wide purchase card program, ensuring effective management and compliance.
- Collaborate with school and district leaders on personnel management, payroll, compliance, and policy enforcement.
- Engage with community stakeholders on matters related to bond measures, capital projects, and public transparency in financial decisions.
- Other duties as authorized by the Board of Education and/or assigned by the Superintendent.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

TERMS OF EMPLOYMENT

52 weeks and per terms of individual contract



NOTICE OF VACANCY

December 11, 2025

Position: Director of Finance and HR

Pay Range: \$72,000 to \$85,000 w/ full benefit package

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See attached job description for full responsibilities

Deadline to Apply: December 23rd at 4:00pm

Tentative Start Date: January 2026

To Apply: Submit application with resume and letters of reference at:

<https://onsted.tedk12.com/hire/index.aspx>

It is the policy of the Onsted Community Schools that no person shall, on the basis of race, color, national origin, sex or handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.