



# West Branch - Rose City Area Schools

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## NOTICE OF VACANCY

**POSTING DATE:** March 25, 2026

**POSITION:** Director of Finance and Non-Instructional Operations

**DISTRICT DESCRIPTION:** The West Branch-Rose City Area School District is a Title I District and has approximately 1,800 students and is located in Northern Michigan about an hour north of Saginaw.

### **Position Purpose and Function:**

The Director of Finance and Non-Instructional Operations serves as the District's chief financial officer and provides leadership, oversight, and strategic direction for all financial and designated non-instructional operations of the District. This position ensures sound fiscal management, long-range financial planning, regulatory compliance, and transparent reporting in support of the District's instructional mission and strategic goals. The Director acts as a key advisor to the Superintendent and Board of Education on financial, operational, and business matters and is an integral member of the Superintendent's Leadership Team.

### **DUTIES AND RESPONSIBILITIES:**

#### **Financial Leadership and Planning**

- Develop, administer, and monitor the District's annual operating budget in alignment with Board priorities and district goals.
- Lead long-range financial forecasting, multi-year projections, and scenario planning to support fiscal sustainability.
- Prepare revenue and expenditure projections and quarterly budget updates with the Superintendent.
- Analyze financial, enrollment, and programmatic data to support strategic decision-making and resource allocation.
- Enter Board-approved budgets into the District's fund accounting system and ensure proper account structure in accordance with Financial Information Database (FID) requirements.

#### **Accounting, Reporting, and Compliance:**

- Assume overall responsibility for the organization, operation, and evaluation of district business and finance functions, including purchasing, payroll, accounts payable/receivable, pupil accounting, and internal controls.
- Establish and maintain up-to-date governmental accounting systems that meet state and federal requirements and comply with GAAP, GASB, and other applicable regulations.
- Oversee preparation and timely submission of all required local, state, and federal reports, including FID, Annual Disclosure, Municipal Qualifying Statement, and other transparency reporting.
- Monitor State Aid payments and Michigan Department of Education reports for accuracy.
- Ensure compliance with federal and state grant requirements; monitor federal grant expenditures; prepare draw requests; and oversee Personal Activity Reports (PARs) for multi-funded employees.
- Prepare year-end accruals, receivables, and required audit schedules; serve as the primary liaison during internal and external audits; prepare Management's Discussion & Analysis (MD&A); review draft financial statements; and implement corrective actions as needed.
- Monitor property tax collections, tax levies, SEV adjustments, and work with local and county taxing authorities as required.

**POSITION: Director of Finance and Non-Instructional Operations** (continued)

**Cash Management, Investments, and Debt**

- Manage district cash flow, investments, and fund balances in accordance with Board policy and applicable laws.
- Monitor and post bond payments, debt service activity, state tax loan proceeds, and related interest expenses.
- Assist with bond issues, arbitrage reporting, and capital financing initiatives as directed.
- Manage special funds and revolving accounts to the financial benefit of the District.

**Business and Non-Instructional Operations**

- Provide direction and support in transportation, custodial, maintenance, food service, and other assigned non-instructional operations.
- Provide fiscal guidance and oversight for food service and other operational departments to ensure compliance and financial stability.
- Administer liability insurance and risk management programs; evaluate coverage and negotiate renewals.
- Oversee purchasing systems, vendor contracts, and real estate transactions; ensure compliance with Board policy and applicable law.
- Plan and oversee development and implementation of standard operating procedures (SOPs) and technologies to ensure operational integrity and efficiency.

**Supervision and Leadership**

- Supervise Business Office staff and assigned non-instructional personnel; hire, train, assign work, evaluate performance, and address employee concerns in accordance with district policy.
- Foster a positive, collaborative, and service-oriented culture within the department and across the District.
- Serve as a financial resource during collective bargaining, including preparation of salary and benefit cost analyses and long-term fiscal impact modeling.
- Attend Board of Education meetings; prepare and present financial reports, analyses, and recommendations.
- Serve as a member of the Superintendent's Leadership Team and perform other duties as assigned by the Superintendent.

**Knowledge, Skills, and Abilities**

- Comprehensive knowledge of Michigan school finance, governmental accounting, public budgeting, and state aid formulas.
- Strong analytical, forecasting, and financial modeling skills.
- Ability to interpret and apply complex statutes, regulations, and technical guidance.
- Demonstrated leadership and staff supervision skills.
- Excellent written and verbal communication skills, with the ability to clearly present complex financial information to diverse audiences.
- Proficiency with financial management systems and technology platforms.
- Ability to collaborate with others to meet shared building and district goals.
- High level of discretion, confidentiality, and integrity.

**Professional Qualification Requirements**

- Bachelor's degree in accounting, business, finance, public administration, or related field required; Master's degree preferred.
- Certified Public Accountant (CPA) and/or Michigan School Business Official (MSBO) Chief Financial Officer (CFO) certification preferred, or willingness to obtain certification within a district-established timeframe.
- Minimum of five (5) years of progressively responsible experience in school finance, governmental accounting, or business administration, including supervisory experience preferred.
- Demonstrated experience in budgeting, debt management, investments, grant administration, audit coordination, and compliance.

**POSITION:** Director of Finance and Non-Instructional Operations (continued)

**Physical Demands and Work Environment**

The employee must be able to perform the essential functions of the position, which include the ability to sit, stand, walk, and move throughout the building for extended periods; attend meetings during and after school hours; respond to emergency situations; and use standard office and educational technology equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Employment Conditions**

Employment is contingent upon successful completion of a criminal background check and fingerprinting in accordance with state law. This position is contracted for 52 weeks and is subject to annual evaluation in accordance with district policy and state law.

**SALARY:** \$90-138,000; commensurate with qualifications, experience, and credentials.

**REPORTS TO:** Superintendent of Schools

**STARTING DATE:** 2026-2027 School Year

**APPLICATION:** Via **Red Rover**; link is on our website [www.wbrc.k12.mi.us](http://www.wbrc.k12.mi.us) > Employment

**CLOSING DATE:** April 17, 2026 or when filled

**FLSA STATUS:** Exempt Position

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Notice of Nondiscrimination**

The Board of Education of the West Branch-Rose City Area School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. The full notice of nondiscrimination is located at <https://www.wbrc.k12.mi.us/our-district/title-ix-compliance/>