

Flint Cultural Center Academy

1200 Robert T. Longway Blvd.
Flint, MI 48503
810.600.9550



The Art and Science of Learning

Position Title: Director of Finance

Location: Flint Cultural Center Academy, Michigan

Reports To: Superintendent / CEO

Employment Type: Full-time, Exempt

Start Date: Immediate

Application Deadline: December 5, 2025

Position Overview

The Director of Finance will serve as the lead financial and operational officer for the academy, working closely with school leadership, board oversight, and external partners including the Flint Cultural Center Corporation. This role is responsible for financial management, budgeting, accounting, procurement, compliance, and supporting daily business operations to ensure fiscal responsibility and alignment with the academy's mission.

Key Responsibilities

- Develop, monitor, and manage the annual operating budget and cash-flow projections.
- Maintain the general ledger and financial records in accordance with generally accepted accounting principles and state/federal requirements.
- Coordinate with the Flint Cultural Center Corporation Director of Finance and/or business office staff for payroll processing, accounts payable/receivable, and financial reporting.
- Prepare monthly, quarterly, and year-end financial statements, variance analyses, and audit schedules.
- Ensure compliance with the Michigan Department of Education (MDE) reporting requirements, charter school statutes, and grant guidelines.
- Support the Superintendent/CEO and coordinate with the Flint Cultural Center Corporation Director of Finance to maintain/revise procurement processes, negotiate vendor contracts, prepare bid/proposal requirements, and ensure cost-effective resource allocation.
- Monitor fund balances, ensure adherence to board policies and budgetary control, and work to maintain positive fiscal position.
- Collaborate with school leadership on strategic planning, financial forecasting, and resource alignment.
- Support board of directors/finance committee by providing financial reports, recommendations, and presentations.

Minimum Qualifications

- Bachelor's degree in accounting
- Preferred: Certified Public Accountant
- Minimum of 3 years of experience in public school finance, fund accounting, or a similar setting.
- Strong proficiency with accounting software (e.g., SchoolsOpen) and spreadsheets.
- Knowledge of Michigan public school accounting rules, financial reporting systems (e.g., NexSys) and grants administration.
- Excellent oral and written communication skills; ability to present financial information to various stakeholders.
- Demonstrated attention to detail, analytic capability, ethic of integrity, and ability to handle confidential information.

Preferred Qualifications

- Experience with charter school finance or Michigan public school academy operations.
- Understanding of procurement and bid requirements under Michigan law.
- Skilled in financial forecasting, scenario-analysis, and strategic resource management.
- Ability to manage multiple priorities and thrive in a fast-paced educational environment.

Compensation & Benefits

- Salary: \$80,000 - \$95,000
- Benefits: Health, vision, & dental insurance (or cash option), paid time off, professional development
- Location: Flint, Michigan

Application Instructions

Submit the following materials to Amy Tamalunas, Executive Assistant, by email, to atamalunas@fccacademy.org

1. Cover letter addressing your interest in this position and your relevant experience.
2. Current résumé.
3. A list of three professional references (with contact information)

Application deadline is December 5, 2025. Applications will be reviewed on a rolling basis, and the position may be filled prior to the deadline.