



Midland Public Schools

Inspiring Excellence

TITLE: Director of Fiscal Services

REPORTS TO: Superintendent of Schools (*or designee*)

TERMS OF EMPLOYMENT: Manager Handbook. Salary range A3: \$107,165 - \$126,077. Year round position-full time. Hours during summer may vary, as determined by District administration.

EVALUATION: Annually until reaching maximum; refer to Manager Handbook

START DATE: This position is expected to begin as early as April 1, 2026 and no later than June 1, 2026

INTRODUCTION

Come join Midland Public Schools as our next Director of Fiscal Services. Midland Public Schools encompasses approximately 140 square miles and serves approximately 7,300 students in pre-kindergarten through 12th grade. The District operates 12 schools with an operating budget of \$113 million with an anticipated 28% fund balance. The District is uniquely linked to and intertwined with the surrounding community and boasts a strong tradition and expectation of exceptional academics. Midland Public Schools holds a high concentration of STEM-degreed individuals and readily offers business needs for strong-skilled trades. The district is located adjacent to the world headquarters of Dow Chemical as well as large employers, such as MyMichigan Health, Dupont, and Corteva. Midland provides big-city amenities with a small-town feel and is the home to Midland Center for the Arts, Greater Midland Tennis Center, Great Lakes Loons/Dow Diamond, Dow Gardens/Whiting Forest and the nation's longest canopy walk. Please visit the Midland Public Schools website for more information: <https://www.midlandps.org> and the Midland Awaits video: [@Midland Awaits](#)

POSITION SUMMARY

Midland Public Schools is seeking an innovative, transformative, progressive, and collaborative leader to serve as the Director of Fiscal Services. This position reports to the Superintendent and is responsible for all aspects of Fiscal Services operations and related administrative tasks as assigned by the Superintendent Team. The Manager will work collaboratively to support the district vision: *Lead with respect, trust, and courage. Ensure an equitable, collaborative, and inclusive culture. Enable all to achieve success.*

QUALIFICATIONS:

- Education:
 - Required: Bachelor's degree in Accounting, Business Administration, Finance or related field required.
 - Preferred: Master's Degree with a concentration in Business, Finance, Accounting, Education or related field preferred.
- Experience:
 - Five to seven years of experience in a school business office, preferably with experience as a Business Office Manager/Director of Finance.

- Certification:
 - MSBO CFO Certification or commitment and eligibility to attain within two years of hire required. Certified Public Accountant (CPA) preferred.
- Demonstrated Technical Skills:
 - Required: Advanced level computer skills using Microsoft Office (emphasis on Excel), Google Suite and other computerized systems (experience with human resources information systems preferred).
 - Required: Clearly and consistently demonstrated high quality leadership over an extended period of time.

KNOWLEDGE/SKILLS/ABILITIES

- **Communication:** knows and demonstrates vibrant two-way communication with school leaders and staff members. Must write accurately, using technical language and serve as a solid verbal communicator. Capable of presentations that make technical, complex issues accessible and comprehensible for all.
- **Teamwork:** creates and motivates a diverse team. Assists team members in seeing their role as part of an overall effort and something greater than themselves.
- **Leadership:** demonstrates extraordinary leadership ability to include strategic planning and visioning, project management, goal setting, and program planning and implementation.
- **Motivation:** works to motivate staff members to excel.
- **Knowledge:** demonstrated supervisory ability to include selection, development, evaluation, and management of professional staff members.
- **Emotional Intelligence:** capable of strong human connection; the ability to manage both their own emotions and understand the emotions of people around you; exhibits self-awareness, self-regulation, motivation, empathy, and social skills.
- **Focus:** proven ability to set goals and measures of achievement for said goals, and provide multiple strategies to achieve these goals
- **Multitasking:** has excellent time management and problem-solving skills. Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge.
- **Sound Judgement:** someone who exhibits sound judgment with the ability to prioritize and make decisions.
- **Self-starter:** a detail-oriented self-starter with prior experience in facilitating success, energetic and eager to tackle new projects and ideas.
- Strong knowledge of school finances, accounting practices, laws, regulations, and best practices
- Experience in accounting, payroll, benefits, Michigan Office of Retirement
- Understanding of state and federal regulations, and accounting requirements as they relate to the scope of public education
- Ability to make sound decisions in accordance with established policies, procedures, and regulations
- Ability to adapt to changes in plans or activities on short notice
- Ability to work an irregular work schedule/hours
- Pass background check

ESSENTIAL FUNCTIONS:

- Successfully complete district assigned trainings, per established deadlines – job specific training will be provided as available
- Organize and prioritize tasks to meet deadlines
- Maintain an organized environment
- Communicate effectively with students, staff, and parents, verbally and in writing
- Establish and maintain effective working relationships
- Ability to work independently as well as with a team
- Work with various employee groups

- Establishes and develops up-to-date systems of financial accounting that meet the requirements of state, federal, and department of education auditors and the auditor employed by the district to review financial transactions.
- Reconciles balance sheet accounts and processes journal entries. Prepares the annual budget and budget amendments in conjunction with the Associate Superintendent.
- Prepares and reviews audit work papers, including financial statements, audits, and single audits. Prepares and submits the FID.
- Works in conjunction with auditors for preparation of the audit report.
- Oversees the District purchase card program.
- Prepares District bids and quotes.
- Establishes and maintains systems for District ordering, purchasing, and receiving of school materials and supplies.
- Oversees the preparation of consolidated budgets for federal grants and reviews federal grant expense accounts for appropriate expenditures according to requirements.
- Controls the District budget management on a daily basis.
- Maintains cash flow and investments.
- Reconciles property taxes.
- Keeps the Associate Superintendent informed about school financial matters.
- Supervises and directs staff assigned to the Fiscal Services Office.
- Keeps up to date on MDE changes and attends conferences and meetings to ensure best practices in District operations.
- Provides oversight to the contracted food service company.
- Strong fiscal management, budgeting, and accounting skills.
- Ability to manage tasks that are multiple and diverse with some interrelationship across functional areas.
- Ability to perform duties within the scope of school policies, procedures, and objectives.
- Uses judgment to achieve results when faced with an ambiguous situation.
- Exercises independent judgment within accepted school practices and guidelines.
- Ability to troubleshoot highly sensitive or confidential issues.
- Strong knowledge of business management and accounting procedures.
- Strong knowledge of pertinent federal, state, and local laws, District policies, rules and regulations as it relates to school accounting.
- High proficiency in Google Suites, Microsoft Suites including Excel and Microsoft Word is required. Experience with Enterprise ERP preferred.
- Excellent oral, written, and human relations skills.
- Ability to lead and motivate business office staff.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to perform highly complex and technical tasks with significant financial impact in a fast paced environment.
- Ability to prepare and analyze reports, make presentations, and maintain records.
- Fine motor skills and ability to lift up to 50 pounds unassisted, to lift and move equipment and supplies
- Able to stand or sit for long periods of time (up to entire shift as tasks require), as well as stoop, squat, bend, crouch, reach, kneel, and climb stairs frequently during the shift.
- Able to ride in a vehicle, as necessary (e.g., training on occasion).
- Able to work indoors during all seasons/weather/temperatures as permitted.

ADDITIONAL FUNCTIONS:

- Communicate effectively via district-assigned email on a daily basis as determined by supervisor.
- Accurately complete electronic time sheets and absence reporting via time keeping system, per assigned deadlines.
- Regular and reliable attendance.
- Consistent and reliable performance of job responsibilities.

- Perform other job responsibilities deemed appropriate by the supervisor/building administrator and/or Superintendent.

Application Procedure:

To complete the application process, you will need to complete the online application at www.midlandps.org. Your application will be retained in active status for one school year. If your qualifications meet our needs, we will contact you for further information and a possible interview. Please do not send paper documents! When completing your application, you will submit your documents electronically. If you cannot upload your documents, be prepared to provide this information should you be called for an interview. Note: You assure that we have a complete record of your candidacy if you upload all materials yourself.

Midland Public Schools is an Equal Opportunity Employer. The district does not discriminate on the basis of race, religion, color, sex, gender, identity, marital status, familial status, genetic information, age, weight, height, national origin, disability, or other legally-protected characteristic, in its programs, activities, or employment and provides equal access to the Boy Scouts and other designated youth groups. The following has been designated to handle inquiries regarding the non-discrimination policies: Associate Superintendent/Human Resources, 600 E. Carpenter Rd., Midland, MI 48640.

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

District administration reserves the right to alter or amend job descriptions at any time. This job is not limited to any or all of the listed qualifications or functions.