

Come Join Our Team!

POSITION:	Director of Finance – 1.0 FTE
LOCATION:	District-Wide
SALARY:	\$120,000 - \$145,000
WORK YEAR:	12 Month Calendar – 260 days
START DATE:	September 1, 2024
REPORTS TO:	Superintendent
APPLICATION DEADLINE:	April 30, 2024 by 4 p.m.



www.bit.ly/elpsjobs

General Summary

Under the direct supervision of the Superintendent, and in accordance with the established policies and procedures of the East Lansing Public School District, the Director of Finance will provide leadership in all aspects affecting school finance and business functions of the school district involving budget development and preparation, accounting, financial audits, bonding, grant administration and reporting, purchasing and accounts payable, payroll and employee benefits, building operations, food services and other related programs. The Director will collaborate with administrators, staff, students, families and community members.

About the Role

1. Supervises staff in accounting, payroll and benefits, the Director of Operations and Maintenance, and the Director of Food Service.
2. Collaborates with central office departments in Curriculum, Human Resources, Special Education, Technology, Equity and Social Justice, and Health and Safety.
3. Oversees contracted pupil transportation.
4. Develops and prepares the annual budget and revisions and presents to the Board of Education.
5. Acts as the main banking contact and holds responsibility for reviewing monthly reconciliations of bank statements.
6. Prepares audit workpapers for the development of the annual financial statements.
7. Holds responsibility for the accuracy of the general ledger and the preparation of journal entries.
8. Maintains chart of accounts in compliance with the Michigan Public School Accounting Manual.
9. Manages user accounts and holds responsibility for closing out and creating the new year within the district's accounting program (eFinancePlus).
10. Holds responsibility for budget and transparency web reporting documents.
11. Holds responsibility for district-wide purchase card management.

12. Participates in collective bargaining negotiations and provides financial projections on proposals and settlements.
13. Attends all Board of Education meetings and prepares Board memos for action.
14. Works with legal counsel and financial advisors on bond proposals.
15. Works closely with construction managers and architects on capital projects.
16. Manages the budget, spending, and accounting of bond projects and Sinking Fund projects.
17. Holds responsibility for completing and submitting various reporting, including but not limited to; FID, SE-4096, SE-4094, Excess Costs, Medicaid Outreach, Qualifying Statement, Continuing Disclosure, L-4029, Consolidated Grant Application, Title 1 Comparability, SAM’s registration, 31a Year-End Report, GSRP Quarterly Financials, FERs, drawdown of grant funds, Indirect Costs, and Child Nutrition Program reports.
18. Manages the district’s property and casualty insurance programs.
19. Continuously monitors and provides recommendations to improve business office procedures and internal controls.
20. Tracks property tax receipts for reasonableness per taxable values and millage rates.
21. Assists with open enrollment for employee benefits.
22. Interprets contract language for processing payroll.
23. Assists with the development of non-union employee contracts.
24. Completes other duties assigned by the Superintendent.

Education, Knowledge and Skills Required

1. Bachelor’s Degree in Business Administration or Accounting, with a strong fund accounting background.
2. Five years as a Chief School Business Official with experience in a supervisory capacity.
3. Knowledge of Generally Accepted Accounting Principles (GAAP) and Michigan Public School Accounting Manual.
4. Proficient in Microsoft Excel.
5. Strong organizational skills.
6. Experience with capital project bonds and Sinking Funds.
7. Exceptional verbal, written and interpersonal communication skills.
8. Effective and collaborative relationships with all stakeholders.
9. High moral and ethical character; impeccable integrity and trustworthiness.
10. Certified Public Accountant (CPA), preferred.
11. Certified Financial Officer MSBO, preferred.

About Us	Why Join ELPS
<p>East Lansing Public Schools, home of Michigan State University (MSU) and a neighbor to the state capital, is seeking a dynamic individual to work in our highly diverse school district. This individual must love kids, have a passion for their success, be a collaborative team player, have a deep understanding of best practices for teaching and learning and engage all students in the learning process. Come work in a district that has built six new elementary schools with state-of-the-art instructional and sustainable enhancements, has multiple partnerships with MSU, encourages continuous professional growth and learning and is highly supported by its families and community!</p> <div>      </div>	<ul style="list-style-type: none"> ✓ Commitment to creating a positive learning experience for all students ✓ Diverse education community ✓ Competitive compensation and benefits ✓ Collaborative and supportive environment ✓ Robust professional development opportunities

How To Apply

Apply online at: inghamisd.org. In addition to completing the online application, upload your letter of interest, resume, transcripts, and other requested supporting documentation.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the East Lansing Public Schools that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, East Lansing Public Schools has appointed a Title IX Coordinator. Any questions, suggestions or complaints should be directed to:

Rulesha Glover-Payne
Chief Human Resources Officer and Title IX Coordinator
East Lansing Public Schools
509 Burcham Drive
East Lansing, Michigan 48823