



## School District of the City of Pontiac Human Resources Vacancy Announcement

The City of Pontiac School District is an Equal Opportunity/Affirmative Action Employer and adheres to all district policies, rules, and regulations. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of race, color, religion, national origin, sex, age, or disability. The district complies with all applicable federal and state laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Michigan Department of Education policies and regulations prohibiting discrimination. For inquiries regarding non-discrimination policies under Title II, Title VI, or Title IX, contact 248-451-6802. For questions related to Section 504, contact 248-451-6825. Complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.

<b>JOB TITLE:</b>	<b>Executive Director of Business and Finance</b>
<b>POSITION DESCRIPTION:</b>	The Executive Director of Business and Finance directs and oversees the administration of the Pontiac School District general accounting, grant and funded project accounting, accounts payable and accounts receivable, payroll, budget, procurement, cash management and investing, treasury, risk management, auditing, bond/sinking fund projects, and financial reporting functions assuring proper management of the District's financial resources.
<b>TITLE REPORTS TO:</b>	Superintendent
<b>COMPENSATION:</b>	\$131,289.58 - \$149,266.47
<b>LOCATION:</b>	O'Dell Nails Administration Building
<b>LENGTH OF CONTRACT:</b>	226 Days
<b>START DATE:</b>	Upon Hire
<b>FLSA STATUS:</b>	Exempt
<b>DATE OF POSTING</b>	January 6, 2026
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Seven years of related experience including supervisory responsibilities, preferably as a Chief Financial Officer Business Official at a Michigan School District.</li> <li>• Bachelor's Degree in Accounting, Finance, or related field Certified Public Accountant (CPA), and/or</li> <li>• Michigan School Business Officials (MSBO) Chief Financial Officer certification</li> <li>• Master's degree in Finance preferred</li> </ul>
<b>LICENSES, REGISTRATION OR CERTIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Certified Public Accountant (CPA)</li> <li>• Michigan School Business Officials (MSBO) CFO Certification</li> <li>• Criminal background check</li> <li>• Drug screen required</li> </ul>
<b>INTERNAL POSTING URL:</b>	<a href="https://www.applitrack.com/oaklandschools/onlineapp/JobPostings/view.asp?FromAdmin=true&amp;AppliTrackJobId=14977">https://www.applitrack.com/oaklandschools/onlineapp/JobPostings/view.asp?FromAdmin=true&amp;AppliTrackJobId=14977</a>
<b>APPLICATION PROCESS:</b>	<a href="#">Online Employment Application   Open Positions</a>

ESSENTIAL DUTIES AND  
RESPONSIBILITIES:

- The Executive Director of Business and Finance is responsible for managing the workload and responsibilities of the Department.
- Duties include hiring, training, coaching, evaluating performance, and when necessary disciplining staff.
- Provides leadership, management and supervision for all Business Services activities including accounts payable, accounts receivable, payroll, procurement, grant accounting, general accounting operations, cash management, budget, risk management and debt service management.
- Provides management of all organizational Treasury management functions, including the issuance of Tax Anticipation Notes, State Aid Notes, any Emergency Loans and all other financings.
- Provides management of the organization's budget development and management processes, including annual preparation of the budget and all budget amendments.
- Prepares, monitors, and updates the District's 5-10 year financial forecast.
- Oversee and monitor the annual independent auditing process. Ensure all department staff execute all their related functions.
- Provides recommendations and financial evaluations related to all union contract negotiations.
- Attends negotiations as a member of the District's team.
- Provides the financial management of all sinking fund and bond issues projects. Manage all bond proceeds. Provide oversight as to actual versus budget project costs. Review and approve applicable change orders.
- Is a member of the District's construction committees (AOC and ARC) and attends all applicable meetings.
- Updates and monitors the District's cash flow position.
- Update District's website, as required, including Transparency Reporting.
- Attend all board meetings and provide monthly financial reports.
- Prepare the L-4029, calculate the millage rollbacks, negotiate and oversee tax collection agreements with 8 local municipalities, and monitor all District tax collections.
- Oversees and recommends District investments and ensures all investments meet local, state and federal requirements.
- Continuously provides financial analysis of District expenditures and provides recommendations to ensure resources are spent in the most efficient and effective manner.
- Provides contract administration for the outsourced Facility Maintenance, Operations and Grounds, Food Services and Student Transportation functions.
- Ensures all applicable local, state, and federal reporting requirements are met.
- Provides for the administration of the organization's risk management insurance program.
- Leads multiple projects and supports and motivates effective teamwork to provide quality services.
- Leads the development and directs the implementation of strategic and/or operational plans, projects, programs and systems in the Business Services area that align with those of the organization in collaboration with department members.
- Promotes and supports organizational culture by reinforcing Board of Education goals, policies and procedures and the organization's vision, mission and continuous improvement plan.
- Provides support to and collaborates with other departments of the Pontiac School

District.

- Is a member of the Superintendent's Cabinet and attends cabinet meetings.
- Attends meetings as requested by the Pontiac School District Superintendent, including Executive Sessions of the Board of Education, regular and special Board Meetings.
- Performs any other related duties as assigned by the Superintendent

PHYSICAL ACTIVITIES &  
REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee is frequently required to use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.

Job Posting Approved by: Ashley Smith, Interim Assistant Superintendent of Human Resources  
Approval Date: 1/6/2026