

Office of Human Resources
31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION: Director of Finance	LOCATION: Administration Building
SALARY: \$105,519 - \$137,805	POSTING DATE: March 9, 2026
SCHEDULE: Full-Time 12-Month	START DATE: As soon as available

ABOUT BIRMINGHAM PUBLIC SCHOOLS:

Birmingham Public Schools (BPS) serves over 7,000 students across 13 traditional school buildings, an early childhood center, and a post-secondary adult transition center. The district benefits from strong community engagement across its geographic footprint, which includes the communities of Birmingham, Beverly Hills, Bingham Farms, Franklin, and portions of Bloomfield Township, Southfield, Troy, and West Bloomfield.

BPS has established itself as a national leader with an intentional focus on character education, with multiple schools earning prestigious state and national recognition. The district has an annual operating budget of approximately \$170 million and continues to invest strategically in its facilities and infrastructure through active, bond-financed capital improvement programs.

Located approximately 20 miles north of downtown Detroit in southeastern Oakland County, the district benefits from a strategic position that offers both exceptional suburban quality of life and convenient access to the cultural and economic opportunities of the greater Detroit metropolitan area.

REPORTS TO: Chief Finance and Operations Officer

JOB SUMMARY:

The Director of Finance serves as the Chief Accounting Officer and a senior financial leader for the school district, responsible for ensuring that the district conducts its financial operations, accounting, and reporting for all funds in accordance with generally accepted accounting principles and state and federal regulations. The position also supports the Chief Finance and Operations Officer with strategic long-term financial analysis and planning for the district, as well as active financial monitoring, compliance, and risk management activities. The director supervises the Office of Business Services, which has five additional staff positions.

The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Lead the accounting activities of the district to provide accurate and timely financial information to the Board of Education, district management, the State of Michigan, and the public:
 - a. Maintain the general ledger in district’s financial system, BusinessPlus
 - b. Perform accounting functions and maintain accounting records for all district funds
 - c. Oversee grant accounting and reporting in compliance with state and federal requirements

- d. Prepare required financial data submissions to Oakland Schools, Michigan Department of Education, and other external parties
 - e. Monitor reconciliation of all bank accounts after month end
 - f. Provide financial oversight of the district's capital investment program, including bond fund accounting and expenditure tracking
 - g. Prepare the district's financial statements and single audit, including coordinating the annual financial audit process with district staff and external financial auditors
2. In coordination with the district's Accounting Manager, oversee the financial operations of the district to facilitate timely and accurate financial transactions, with appropriate internal controls:
 - a. Facilitate the collection, protection, and appropriate expenditure of all funds under the Board of Education's jurisdiction
 - b. Establish and monitor efficient and accurate processes for accounts receivable, accounts payable, and employee payroll
 - c. Forecast and manage district cash flow needs
 - d. Communicate pertinent school business procedures to district staff
 - e. Implement board policies and internal controls and annually update the business procedures manual
 3. Assist the Chief Finance and Operations Officer with district financial planning and analysis:
 - a. Support the annual budget process for all district funds, including regular meetings with school administrators and department leaders, from initial budget preparation to final amendments
 - b. Communicate and interpret analytical information, including monthly financial reports, to district leadership and the Board of Education
 - c. Advise the District Superintendent and Chief Finance and Operations Officer regarding key financial decisions and long-term strategy
 4. Direct the Office of Business Services
 - a. Supervise, evaluate, and improve the activities of business office staff
 - b. Assist in the administration of the district's purchasing function and property and liability insurance policies
 - c. Ensure compliance with state requirements for transparency information on the district website
 - d. Performs other tasks assigned by the Chief Financial and Operations Officer

QUALIFICATIONS:

The candidate selected for this assignment will be the one who offers the best combination of qualities in accordance with the following standards and requirements:

- Professional experience and credentials
 - Minimum of five years of successful financial professional experience in a school district or public sector organization with comparable complexity
 - BA or BS degree in Accounting, Finance, or equivalent area of study required. Master's degree and /or CPA license are preferred but not required
 - Michigan School Business Officials Business Office Manager and/or Business Office Specialist certification are preferred but not required
- Technical expertise
 - Expertise in GAAP and governmental accounting standards, with knowledge of Michigan Public School Accounting Manual and other state financial requirements for K-12 schools is preferred
 - Experience working in and managing the configuration of an enterprisewide financial accounting system. Specific experience with BusinessPlus software is preferred
 - Demonstrated experience in analyzing financial information to identify and resolve financial issues
 - Proficiency in the use of spreadsheets and databases to filter and analyze financial data

- Communication and leadership
 - Proficiency communicating and explaining complex financial information effectively, both verbally and in writing, to non-financial experts
 - Ability to develop staff and delegate operational responsibilities while maintaining appropriate financial oversight and accountability
 - Demonstrated experience establishing positive working relationships with staff and colleagues
 - Adeptness at establishing priorities, resolving problems, and meeting deadlines in a fast-paced environment
 - A high degree of honesty, integrity, and character, including the ability to maintain confidentiality

SALARY AND BENEFITS:

Salary range for the 2025-26 school year is in accordance with Central Office Administrator grade 9 salary range, and will be determined based on the candidate’s qualifications and experience.

Fringe benefits include:

- Full family medical, dental, and vision insurance
- 23 vacation days
- Personal days
- Illness income protection
- Long-term disability insurance
- Life insurance
- Merit pay
- Degree-based pay
- Mileage allowance
- Board-Paid Tax-Sheltered Annuity
- Full eligibility to participate in a Michigan Public School Employee Retirement System retirement plan. Options for new Michigan school employees are a Defined Contribution plan with a total 9% employer contribution or a Hybrid retirement plan that includes both Pension and Defined Contribution components.
- Employees also have the benefit of enrolling their children in our district without incurring tuition costs.

METHOD OF APPLICATION:

Interested candidates meeting the above qualifications must complete the online application through the Oakland County Human Resources Consortium website by the deadline listed. The posting can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Open Administrative/Supervisory Positions**.

BIRMINGHAM PUBLIC SCHOOLS STATEMENT OF NON-DISCRIMINATION

NOTICE OF The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Specialized Instruction and Student Services, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Can we