

Announcement of Position Opening
GARDEN CITY PUBLIC SCHOOLS
CHIEF FINANCIAL OFFICER

POSITION SUMMARY:

- The Chief Financial Officer shall provide leadership and coordination in the areas of finance and business office operations.
- The Chief Financial Officer shall be responsible for overall financial operations of the district including development and maintenance of annual budgets and long range financial projections.
- The Chief Financial Officer, along with the Director of Operations, shall oversee the transportation, buildings and grounds departments.
- The Chief Financial Officer, along with the Director of Operations, shall coordinate with the District's third party provider for building cleaning services to monitor and evaluate Custodial needs.
- The Chief Financial Officer shall oversee the food service division.

JOB QUALIFICATIONS:

- Minimum of a Bachelor's Degree in Accounting from an accredited university (Masters Degree Preferred)
- CPA and/or possess or qualify for the Michigan School Business Officials Chief Financial Officer Certification
- Minimum of five (5) years practical work in the accounting field; experience in school financial accounting desirable
- Experience with software and operations of computerized financial accounting systems

JOB RESPONSIBILITIES: *The nature of responsibilities listed is a reflection of the job description.*

- Responsible for budget development, administration, and long-range financial planning along with any justifications as may be required by the Superintendent or Board of Education
- Supervise and direct proper methods of handling school funds
- Prepare both routine and specifically requested financial reports, analyses, and recommendations for the Superintendent and Board of Education
- Prepare all State required financial reports and applications
- Facilitate annual financial statement and schedule of federal award audits
- Ensure compliance with bond and sinking fund requirements
- Responsible for the administration of all the business office functions to include payroll, insurance and benefits, accounts receivable, accounts payable, debt service obligation, internal accounts, and investments
- Responsible for all grant management and reporting including financial responsibilities
- Oversee development of both short-term and long-term facility needs planning, including allocations of general fund, capital projects fund, and sinking fund revenues
- Serve as the district's liaison to the Michigan Department of Education regarding financial and operational matters
- Assist Superintendent in oversight of district bond projects
- Coordinate with the Curriculum Department with financial areas of application, compliance, and evaluation of grants including but not limited to, Title I, Title II, Title III, Title IV, 31a At Risk, Great Start Readiness Program , and all other state and federal grants
- Coordinate with Special Services Department for all Special Services financial budgeting and reporting including Act 18 Center Program Budget and Final Expenditure Report (FER), IDEA budgets and FERs, SE 4096, and SE 4094
- Serve on the District's negotiating team
- Present Monthly to the Board's Finance Committee and Building and Facilities Committee
- Perform other duties as assigned by the Superintendent

GENERAL INFORMATION:

52 week work year

APPLICATION PROCEDURE: *Interested applicants must provide the following in application packet:*

- Letter of interest
- Resume
- Copy of College Transcripts
- Minimum of Five (5) Professional References
- Minimum of Three (3) Letters of Recommendation

Address application packet to: Stacy Williamson, Associate Superintendent, including appropriate credentials, will be accepted by the Personnel Office, at 734-762-6304, (1333 Radcliff, Garden City, MI 48135), by fax at 734-762-8530 or via email documents to benkok@gardencityschools.com

Deadline: **May 30, 2022 at 4:00 p.m. or until filled.**

Revised
3/4/2022dm