

Job Title: Finance Director

Classification: Administration (52 week)

Reports to: Superintendent

Salary: Commensurate with experience and qualifications



Application Deadline: May 3, 2024

Application Process: Interested applicants must submit a cover letter, resume, copies of undergrad and graduate transcripts and two (2) reference letters to:

Grant Public Schools

Attn: Kevin Akin, Superintendent

148 S Elder Street

Grant, MI 49327

Position Summary: Direct and administer Grant Public Schools business and finance services including, but not limited to, general accounting, grant accounting, accounts payable and receivable, payroll, budget, cash management, debt service management, risk management, audit, procurement, and financial reporting, administer third party contracts for custodial services, bus drivers and teaching substitutes. Manage and administer employee benefits and District insurance. Maintain communications with respect to financial matters with the Superintendent.

Essential Functions and Tasks:

- Provide the management of all accounting functions including accounts payable, accounts receivable, payroll, grant accounting, and general accounting operations. Responsible for all accounting procedures required to manage and monitor district's internal and external financial transactions.
- Purchasing oversight and review and authorization of all purchase orders.
- Interacts with township, county, state and federal governments on tax and revenue issues that impact the district
- Provide management of all organizational treasury management functions including the maintenance of a long-term cash flow forecast and cash flow financing activities. Provide Financial Services including but not limited to collection of revenues, financial administration for bond issue proceeds and debt service, sinking fund administration.
- Provide management of the District's budget development and management processes except the District shall be responsible for Grant Management, Grant Compliance, Grant Monitoring and for entering grant budgets onto the financial system.
- Provide management of the District's annual audits. Assures work is performed in accordance with Governmental Accounting Standards Board guidance, federal and state regulatory agencies, and other governing bodies. Exercises supervisory capability for adjusting, closing,

and reversing year-end entries in order that the year-end financial statement accurately and appropriately reflect District revenues and expenditures.

- Provide management and/or administer any contracts with third party providers custodial services, bus drivers and teacher substitutes, as well as prepare and analyze bids for the District.
- Ensure compliance with relevant state and federal laws
- Prepare all applicable local, state, and federal reports in accordance with applicable requirements, including financial reports required.
- Manage and administer District's risk management insurance program.
- Prepare, analyze, and provide financial information for administrative decision-making, including collaborating with the superintendent on collective bargaining agreements.
- Is a member of the team for all collective bargaining.
- Ensure the establishment and maintenance of appropriate internal controls and system processes.
- Analyze and solve strategic and operational issues related to all business service functions and activities.
- Attend and, when requested, make presentations at Regular or Special Board Meetings, Executive Sessions, and Board Work Sessions. Conducts truth in budgeting hearing as required by law.
- Responsible for all reporting to the State of Michigan (FID, Grant Expenditures, Special Ed, Transportation, and all others as presented)

Job Qualifications:

- Bachelor's degree in accounting, Finance, or related field. Master's degree is preferred.
- Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Financial Manager, and/or Michigan School Business Officials (MSBO) Chief Financial Officer Certification is preferred.
- Three to five years of related experience in accounting or applied financial leadership including supervisory responsibilities, preferably as a Chief Business Official at a Michigan School District.
- Extensive computer background and experience with advanced knowledge in spreadsheets and financial statements.
- Technical knowledge of finance, budgeting, and accounting systems.
- Ability to maintain confidentiality.