

Elk Rapids Schools

Director of Finance



TITLE:	Director of Finance
REPORTS TO:	Superintendent
JOB FUNCTION:	Shall be responsible for the leadership and administration of the business department of Elk Rapids Schools, including Mill Creek Academy. This includes school business, accounting and finance, purchasing, capital projects, employee benefits, and bond issues.
TERMS OF EMPLOYMENT:	Three-Year Contract (Start May 2026)

DISTRICT DESCRIPTION: Elk Rapids Schools has approximately 975 students in grades K-12 and is located in the northwest lower peninsula of Michigan. The District also serves as an authorizer of Mill Creek Academy, a K-5th-grade District that educates approximately 230 students. Elk Rapids Schools is an education leader within the Northwest Education Services Intermediate School District and is eager to interview the best candidates for this vacancy.

Elk Rapids Schools is seeking a motivated, passionate, engaged, and dedicated Director of Finance to make a difference in our community and district. This position offers the opportunity to make a meaningful impact on the lives of students and staff by supporting and leading our Business Office. The ideal candidate will commit to educational excellence, have leadership experience, and have a broad range of knowledge and skills in school financial management, budgeting, and accounting.

DUTIES AND RESPONSIBILITIES:

- Is responsible for budget development and long-range district financial planning; advises the superintendent on all fiscal, tax revenue, economic developments, and trends affecting or involving the school district.
- Develops and supervises a system of budget control, including disbursement, accounting, and auditing of all funds; is responsible for authorizing or disapproving expenditures of all cost items subject to the superintendent.
- Develops and administers a program for purchasing supplies and equipment.
- Prepares purchasing bids, the recommendations, and contracts that result from the bid process.
- Prepares and maintains periodic and annual financial reports as required by the district, state, and federal agencies, and all other appropriate financial reports and records.
- Supervises and performs data processing procedures for the business operations to provide management with information, evaluation techniques, and long-range forecasts.
- Participates in negotiations, as assigned.
- Serves as a financial consultant on any grant proposal originating in the district.
- Manages the district's capital projects and insurance programs.
- Is responsible for the investment of school district funds.
- Maintains an up-to-date inventory of all school property.
- Manages requirements for existing and future bond issues, including tax levies and debt service; continuing disclosure, construction budgets, official statements, and arbitrage liabilities.
- Manages the district employee benefits program.
- Advises the superintendent on business and financial affairs.
- Supports Food Service and Maintenance/Operations Departments.

- Supports all business operations aspects of Mill Creek Academy to adhere to Public School Academy requirements.
- Additional functions and responsibilities as assigned by the superintendent.

SKILLS/KNOWLEDGE/ABILITIES

- Knowledge of software and operations of computerized financial accounting systems.
- Strong analytical and critical thinking skills.
- Excellent financial and business acumen, with the ability to quickly assimilate numbers and reports and provide well-reasoned, thoughtful, and succinct reports and recommendations.
- Excellent oral and written communication and human relations skills.
- Outstanding communication and listening skills, responsive to district and community needs.
- Recognition as a consensus team leader who develops positive and effective relationships with administrators, faculty, parents, students, and the community in planning, problem-solving, and program development.
- Ability to organize integrated systems and processes; ability to analyze and solve complex problems.
- Personal integrity and professional ethics.
- Ability to meet all requirements necessary to satisfy state certification for the position.

QUALIFICATIONS

Required: Bachelor's Degree in Accounting, Finance, or Business Administration; or an equivalent combination of experience and education

Preferred: Master's of Business in Accounting, Finance, or Business Administration
 A Certified Public Accountant (CPA) designation
 Previous Experience in School Business Management
 Administrative Leadership in a Business Environment
 Possess or willing to obtain the Michigan School Business Officials Chief Financial Officer Certification

OTHER INFORMATION:

Work Year: Full-time, 52 Week Position

Salary: Start salary of \$99,216, and may be commensurate with experience and qualifications

Benefits: Medical, Dental, Vision, Retirement

Deadline: April 22, 2026

APPLICATION PROCEDURES:

Interested candidates should submit a letter of interest, current resume, and transcripts via [Unified Talent](#) by going to the Elk Rapids Schools website: www.erschools.com. On the main page, select "District" and then "Employment Opportunities." Applicants may also submit hard copies by mail or email to:

Kortni Huron, Executive Assistant

308 Meguzee Point Road

Elk Rapids, MI 49629

khuron@erschools.com

Elk Rapids Schools is an equal opportunity employer that will not discriminate based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state, or local law, in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent at Elk Rapids Schools, 308 Meguzee Point Road, Elk Rapids, Michigan 49629, or call (231) 264-8692.