

NORTHWEST COMMUNITY SCHOOLS JOB DESCRIPTION/POSTING

Title: Director of Business & Finance
Reports To: Superintendent
Effective Date: As Soon As Possible
FLSA Status: Exempt
Closing Date: May 3, 2024 or until filled
Salary: \$105,000 - \$125,000 negotiable commensurate with education and experience

JOB SUMMARY:

Northwest Community Schools has a vacancy for a highly qualified Director of Business and Finance. Under the direct supervision of the Superintendent, and in accordance with the established policies and procedures of the Northwest Community Schools, the Director of Business & Finance will provide leadership in all aspects affecting school finance and business functions of the school district involving budget development and preparation, accounting, financial audits, bonding, grant administration and reporting, purchasing and accounts payable, payroll, food services and other related programs. The Director will collaborate with administrators, staff, students, families, and community members.

QUALIFICATIONS:

- Strong knowledge of GAAP and governmental accounting, Michigan Public School Accounting Manual, K-12 governmental accounting policies and practices.
- Demonstrated knowledge of standard software applications, including but not limited to Skyward Qmlativ Finance, Microsoft Office, and Google Suite
- Working knowledge of Michigan school finance software applications including Nexsys, GEMS-MARS, MiND, Sigma, and CEPI applications
- Knowledge of state and federal reporting requirements as they pertain to Michigan public school districts.
- Knowledge in financial management of the school bond process and capital projects.
- Possess excellent analytical, reasoning, and problem-solving skills.
- Exemplifies Northwest Community Schools Mission, Vision, and Core Values of Kindness, Relationships, Intentionality, Positivity, and Growth.
- Ability to maintain the highest level of confidentiality, protecting privacy of personnel matters, contract negotiations, Board relationships, and subcontract bidding procedures.
- Maintain discretion at all times

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Accounting or Business Administration; Master's Degree, CPA and/or CGFM preferred.
- Michigan School Business Official (MSBO) CFO certification preferred.
- Minimum of five (5) years of successful administrative experience and leadership in financial management, preferably in Michigan public schools.

DUTIES/RESPONSIBILITIES:

- Coordinate and develop the budgeting process, including budget reporting, preparation, amendment, and finalization cycles. Provide monthly budget reports to the Superintendent, Board, and Administrators.
- Protect and support the financial resources of the school district through prudent investment practices, up-to-date knowledge of financial markets, grants, state revenue estimations, and economic opportunities available to school districts.
- Prepares tax resolutions for Board approval and submits them to taxing authorities. Ensures the timely transfer of funds from taxing authorities to the district. Oversees the tax collection and reporting requirements of the district, including the revenues and expenditures of capital improvement accounts and bond funds. Prepares financial statements. Must have working knowledge of the Michigan School State Aid Note.
- Advises and audit school personnel on proper fiscal practices, bookkeeping, fundraising guidelines, internal controls and state and federal regulatory compliance.
- Work with other governmental units to anticipate and comply with legal requirements for all financial transactions of the district.
- Responsible for accounting of financial transactions of all district funds, including general fund, various special revenue funds, capital projects funds, and debt service funds.
- Coordinates the completion of the financial statement audit in August annually, including the audit work papers, ACFR, single audit and SEFA: serves as district's liaison with auditors.
- Analyzes the financial impact of GASB pronouncements on district and responsible for implementation of accounting changes.
- Holds responsibility for completing and submitting various reporting, including but not limited to; FID, SE-4096, SE-4094, Excess Costs, Qualifying Statement, Continuing Disclosure, L-4029, Consolidated Grant Application, 31a Year-End Report, FERs, Child Nutrition Reports, and ESSER.
- Oversees the district's purchasing functions, including ensuring bids and RFPs are prepared in accordance with State law and Board policy.
- Member of the district's negotiation team(s) as requested and prepares financial analyses on proposals.
- Create, implement, and communicate business office procedures and internal controls.
- Attends all regular meetings of the Board of Education, finance committees, cabinet and administrative team meetings, and all other meetings as requested.
- Engage in periodic budgetary analysis to inform on legislative impacts, staffing, legacy costs, operational decisions, and short and long-term strategic planning.
- Oversight of the food service management company to ensure compliance with state and federal regulations.
- Performs all other duties as assigned by the Superintendent.

This description is intended to describe the type and level of work being performed of the individual assigned to this position. It is not an exhaustive list of all of the duties and responsibilities required of the position.

WORK ENVIRONMENT:

The noise level in the work environment ranges from quiet to moderate. The employee must work with the public and other staff, continuously meeting multiple demands from several people. Adaptable to frequent interruptions. Lifting up to 50 pounds, pushing, pulling, sitting, standing may or may not be an essential part of the daily routine.

PRE-EMPLOYMENT SCREENING:

Applicants who receive a conditional offer of employment for a position with Northwest Community Schools will be required to successfully complete a background check.

TERMS OF EMPLOYMENT:

Twelve-Month position, 8 hours per day. Must successfully complete a 90-day probationary period. Paid health, dental, vision, life and long-term disability insurance, sick, vacation and personal business days.

EVALUATION:

Annually, by the Superintendent

TO APPLY:

Click the link below:

[Northwest Community Schools Applicant Tracking](#)

Northwest Community School's does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its programs and activities, including employment opportunities.