

**Brandon School District**  
**Notice of Vacancy**  
**External**



**Position:** Executive Director of Business Services and Operations (req 15479)

**Location:** Central Office

**Position Summary:**

Reporting to the Superintendent, the Director of Business Services is responsible for financial services, purchasing, food services, technology, transportation, maintenance and community education.

**Minimum Qualifications:**

- Bachelor's Degree in Business Administration with a finance or accounting major.
- Master's Degree preferred (Educational Leadership or an MBA).
- Possess or able to obtain Michigan Administrative certification as a Chief Financial Officer within three (3) years of employment.
- Five years of school business office experience required in roles that show progressive growth and a significant increase in responsibilities during that period.
- CPA preferred.

**Knowledge, Skills and Abilities:**

- Exceptional interpersonal skills to build successful working relationships.
- Demonstrated ability to provide leadership that results in teamwork and collaborative working relationships.
- Successful experience in financial planning budget management.
- Ability to speak clearly and concisely both in oral and written communication.

**Financial Responsibilities:**

- Daily oversight and supervision for accounts payable, finance and payroll personnel
- District-wide coordination of budget development, preparation, administration and long range financial planning.
- Participates as a member of the Central Office Administrative Team, and serves as an administrative team member in contract negotiations providing all cost and personnel data for the negotiation process.
- Shall discharge responsibilities in conformance with the laws of the State of Michigan, the policies of the Board of Education, and procedures established by the Superintendent.
- Develops and supervises a system of budget controls including disbursements, accounting and auditing of all funds; is responsible for authorizing or disapproving expenditures of all cost items subject to the Superintendent.
- Establishes and supervises a regularly scheduled program of accounting and reporting for the financial affairs of the District in cooperation with the auditor and other departments of the District and provides reports thereof to the Superintendent.
- Manages the District's cash flow; project needs and invests available funds to maximize investment earnings within Board policy and according to State laws.
- Attends, participates and/or presents at all Board of Education meetings.
- Oversee and monitor the annual independent auditing process:
  - Ensures all department staff execute their related functions.

- Ensures that report formats meet all State, local and in-District reporting requirements.
- Provides the financial management of all sinking fund and bond projects. Manage all bond proceeds. Provide oversight as to actual versus budget project costs. Review and approve applicable change orders.
- Prepare the L-4029 and completes application to determine SLRF borrowings.
- Leads multiple projects and supports and motivates effective teamwork to provide quality service.
- Lead multi-year financial forecasting and scenario modeling, including enrollment driven revenue analysis.
- Ensure the District's website is updated with the necessary financial information under Transparency Reporting.
- Develops written specifications and other requirements necessary for obtaining competitive bids or renegotiations of contracts and arranges for appropriate contract documents for new and/or extended contracts. Reviews all contracts for services and makes recommendations to the Superintendent.
- Develops and implements procedures to provide management information, evaluation techniques and long range forecasts using networked computer applications.
- Serves as a financial consultant on all District grant programs.
- Shall make all reports to the Board of Education through the Superintendent of Schools.
- Communicates regularly with constituent District leadership in the areas of budget, finance and other service matters.
- Oversees and reviews District financial reports and other required reports.
- Ensures compliance regarding District, state and federal requirements, guidelines and laws.
- Conducts himself/herself in a professional manner commensurate with his/her position and projects a good public image of the District in dealing with the community and employee groups.
- Performs other such duties as may be assigned by the Superintendent.

**Operational Responsibilities:**

- Supervises leaders in the following areas: Technology, Food Service, Maintenance and Operations:
  - Attends regular meetings with technology, maintenance, custodial, transportation and food service.
    - Meets regularly with the Maintenance Supervisor to review status of work orders, status of ongoing projects and Maintenance needs for the District.
    - Together with the Technology Director, establishes the infrastructure needs for the District.
  - Oversees strategic planning for technology, maintenance, custodial, transportation and food service.
  - Manages the food service, maintenance, technology, custodial and transportation budgets and oversees vendor contracts for all departments. Recommends appropriate action to the Board of Education.
- Develops systems and procedures that monitor bus contractor services, including pupil safety measures.
- Serves as a liaison and resource with all committees for major school building projects and attends meetings as required.

- Develops procedures and supervises programs for purchases and supplies and materials consistent with budget requirements and constraints.
- Allocates funds, manpower, and equipment resources to achieve established standards of cleaning and maintenance.
- Manages Board policy governing community use of public school buildings.
- Oversees state mandated programs to monitor environmental conditions which may affect school children and other building occupants.
- Oversees all facility operations, building maintenance, grounds and safety compliance.
- Represents the Superintendent as requested, and the Board on matters relating to the construction, renovation or expansion of school buildings and other facilities.
- Assists in enrollment studies and long-range facilities projections, as directed by the Superintendent, which lead to the expansion or reduction in needed building capacity.
- Meets with building committees, architects, and other appropriate officials or agencies and serves as the custodian of school building plans and specifications.
- Supervises the cafeteria department operations and monitors the program's profitability; reports to the Board as needed.
- Establishes cost accounting and cost analysis and reporting programs for the cafeteria.
- Complies, prepares and transmits required fiscal reports and data to appropriate local, state and federal agencies.
- Serves as a resource to the Board on all matters relating to school property, liability and automobile insurance programs.

**Community Education Responsibilities:**

- Plans, develops, and manages educational and enrichment programs for the community, often by supervising staff, developing and managing budgets, and building partnerships with local organizations
- Creates and implements program strategies and evaluates program effectiveness
- Develops marketing campaigns for programs and adequately staffs programs
- Oversees all aspects of program administration, such as scheduling, registration, and record maintenance
- Identify and pursue grant opportunities and manage fee-based programs to generate revenue
- Serve as a liaison between the community and the organization
- Form and maintain partnerships with community agencies, organizations, and other institutions
- Communicate effectively with students, staff, parents, and the public

**Reports To:** Superintendent

**Schedule:** Year-round

**Starting Date:** ASAP

**Compensation:** Starting at \$130,000.00

**Posting Date:** March 11, 2026

**TO BE ELIGIBLE FOR CONSIDERATION, PLEASE SEND THE FOLLOWING:**

**External Candidates:**

Create or update electronic file at the Oakland Human Resources Consortium Website:

<https://www.applitrack.com/oaklandschools/onlineapp/default.aspx?choosedistrict=true&applitrackclient=46155>

**Posting Deadline:**

External:            Until Filled

*An Equal Opportunity Employer:*

*It is the policy of The Brandon Board of Education that no person shall, on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.*