



13940 Leroy
Southgate, MI 48195
(734) 246-4600

POSTING

POSITION: Director of Business and Finance

LOCATION: Central Office

POSTING DATE: March 7, 2024

SALARY: \$125,000 - \$135,000

QUALIFICATIONS:

- Master's Degree with a major in Business/Accounting
- Minimum of five years of School Finance experience or related area
- Must be able to demonstrate analysis, communication skills, and an ability to work with faculty, staff, students, Board of Education, and community members
- Ability to use financial software, online platforms, EXCEL, and SMART finance modules
- Proven organizational and interpersonal communication skills
- Experience with State and Federal Grant budgets
- Experience working with MDE and RESA
- CFO Certification by the Michigan School Business Officials (MSBO)
- Certified Public Accountant Preferred
- Such alternatives to the above that the Superintendent may find appropriate and acceptable

PRIMARY RESPONSIBILITIES:

- To administer the business affairs of the District, in such a way as to provide the best possible educational services with the financial resources available.
- To provide a reasonable and supported estimation and accurate reporting of district annual expenditures and revenues from year to year, through the budgeting process.
- To manage District Bond and Sinking Fund millage accounts.
- To oversee appropriate classifications of general funds, capital funds, and grant funds.
- To manage and coordinate annual and periodic financial audits and state reporting.
- To create and supervise the financial systems that support district expenditures, reimbursements, and receivables.
- Manage all daily operations of the Business Office.
- To assist the Superintendent in the general administration of the District.

DUTIES AND 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.
- Projects the cash needs of the district and invests all available funds to maximize investment

earnings within Board policy and according to the State laws affecting school district finances. works with state agencies regarding state aid payments and reports. Prepares investment reports for the Board and the Superintendent.

- Supervise the proper adjusting, closing, and reversing entries to produce accurate monthly and year-end financial statements that reflect District revenues and expenditures. Opens accounts and facilities account transfers as needed.
- Prepares tax resolutions for the Board, and submits them to taxing authorities. Ensures the timely transfer of funds from taxing authorities to the District.
- Supervises the tax collection and reporting requirements of the District, including the revenues and expenditures of capital improvement accounts, the Bond Funds, and Sinking Millage. Prepares financial statements to include the Michigan Bond Loan program.
- Oversees the debt retirement accounts of the school district and recommends an annual debt retirement millage rate. Anticipates general operating costs and capital needs to recommend future bond proposals.
- Develops a schedule for, and conducts internal audits on accounts, accounting practices and Business Office procedures as necessary.
- Ensures adequate accounting procedures and controls for accounts receivable/payable. Oversees the payroll function ensuring the timely processing of payroll, payroll taxes, deductions, and recordkeeping.
- Ensures appropriate scheduling, bidding/quoting, specifying, and economizing in the purchasing area. Maintains the relationship between district personnel, vendors and suppliers and district policy related to purchasing.
- Advises and audit school personnel on proper fiscal practices, bookkeeping, fundraising guidelines, internal controls and state and federal regulatory compliance.
- Initiate financial system, method, and procedure improvements to maintain an efficient, trust-worthy operational infrastructure.
- Work with other governmental units to anticipate and comply with legal requirements for all financial transactions of the District.
- Analyzes insurance coverage and ensures a balance between District's risk and insurance programs. Areas of responsibility include property, liability, vehicle, employee health, life, disability, worker 's compensation, property title, etc. Reviews the value of property and amount of risk.
- Develops and administers a process to accurately analyze, evaluate, plan, and forecast needs for the District's operations such as copiers, centralized purchasing, and department and school cost-centers.
- Keeps the Superintendent informed about the operating condition of the District.
- Attends all regular meetings of the Board of Education, finance committees, administrative team meetings, and other meetings as requested.
- Recommend policies relating to the operation of business in the District.
- Engage in periodic budgetary analysis to inform negotiations, legislative impacts, staffing, legacy costs, operational decisions, and short and long-term strategic planning.
- Maintain the highest level of confidentiality, protecting privacy of personnel matters, contract negotiations, the board relationships, and subcontract bidding procedures.
- Manages and evaluates the Business Office support staff and makes recommendations to the Superintendent regarding any changes in function, responsibility, or classification of support staff.
- Performs 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 duties and responsibilities required of the position.

TERMS OF EMPLOYMENT:

Full time, 12 months. Successful candidate will transition with current Director of Business and Finance and assume full responsibility February 1, 2025.

STARTING DATE: ASAP

APPLICATION PROCESS:

Please visit southgateschools.com, click on HR, select Employment Opportunities, then District Employment Opportunities.

Interested applicants should provide the following, along with their online application:

- Letter of interest
- Resume
- References
- Transcripts
- Letters of Recommendation

DEADLINE: Until Filled

Non-Discrimination Statement

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.