Position Announcement

Director of Business Services--Barry Intermediate School District

The Barry Intermediate School District, an educational service agency with offices in Hastings, Michigan and serving Delton Kellogg Schools and Hastings Area Schools, is seeking a Director of Business Services. This is an excellent opportunity to work with a dedicated team of professionals and a supportive board of education in a pleasant and exciting work environment.

**Background:** We are a small intermediate school district in beautiful Barry County, Michigan. Our office is located within an hour or less of downtown Grand Rapids, Kalamazoo, Lansing, and Battle Creek. We work in close partnership with neighboring ISD’s to provide full service to our constituents in the most economical way possible. We have comparatively low tax rates. Our programming is primarily in special education and early childhood. We have no vocational millage nor career center.

**Salary and Benefits:** Full-time, year-round, salaried position. Salary is competitive and commensurate with experience. Medical, dental, and vision insurance offered.

**Reports to:** ISD superintendent.

**Supervises:** Two finance clerks and driver testing program.

**Oversees:** District finance, including accounts payable and receivable, purchasing, banking, investments, state aid, all grants; human resources, including payroll, benefits, and other human resource functions; and operations, including contracted custodial/maintenance and technology support.

**Education level sought:** Bachelor’s degree (master’s preferred), in school business management, school finance, or similar field.

**Certification sought:** State certification as chief school business official or central office administrator, Michigan School Business Officials (MSBO) certification as Chief Financial Officer (CFO), Certified Public Accountant, or similar; or willingness to earn such credential.

**Experience preferred:** Intermediate or local school district finance (ISD preferred); background in accounting, payroll, purchasing; background in human resources management, including Michigan educator certification; collective bargaining; health insurance and other benefits administration.

**Background checks:** Michigan State Police/FBI Livescan and credit check will be required.

**Start date:** July 1, 2020.