SUMMARY

This position is responsible for directing the fiscal functions of the school district in accordance with generally accepted accounting principles and school district policy. This includes financial analysis, internal and external reporting, cash management, budgeting, financial accounting, financial forecasting, purchasing, contract administration, pupil accounting, payroll, and fringe benefits. This position will serve on the Superintendent’s Leadership Team with a central role in school district planning and analysis of current programs and support systems.

POSITION RESPONSIBILITIES

• Manages the District’s budget and oversees related functional areas including accounting, purchasing, food service, and other related business services, which includes management of staff.

• Establishes and develops up-to-date systems of financial accounting that meet the requirements of state, federal, and Department of Education auditors.

• Direct district fiscal functions in accordance with generally accepted accounting principles and district policy.

• Prepare and monitor all district budgets, including long-range financial planning in a collaborative approach with departmental leadership.

• General administration of accounting functions for all district funds including internal controls.
• Prepare and oversee the preparation of monthly district financial reports and ensure they meet all local, state, and federal requirements including timely submission.

• Prepare district year-end financial statements and coordinate the annual financial audit report.

• Participate with county and state organizations to stay abreast of school finance reform and other district-related issues.

• Work with the Superintendent and district administrators and supervisors to analyze and review and make recommendations regarding periodic capital improvement needs.

• Analyzes and interprets legislative analysis relating to financial issues that may affect revenue or expenditure projections.

• Research inquiries from departments, suppliers, and the Board on financial matters important to the district.

• Manages and oversees school of choice and pupil accounting procedures.

• Oversees dual enrollment and 5th year program reimbursement.

• Other duties as assigned by Superintendent.

QUALIFICATIONS

• This position requires knowledge equivalent to that which normally would be acquired through the completion of a bachelor’s degree (B.A) degree from a four-year college or university in Accounting, Finance or related field.

• A Certified Public Accountant (CPA) designation is preferred, but not required.

• This position requires a minimum of four to seven years of job experience in Accounting or Finance.

• Previous experience in a school environment is preferred.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

• Broad knowledge of financial budgeting, forecasting, and investing.

• Knowledge of school software systems and related accounting processes and procedures.

• Excellent financial and business acumen, with the ability to quickly assimilate numbers and reports and provide well-reasoned, thoughtful, and succinct reports and recommendations.

• Strong interpersonal skills and the ability to communicate and manage effectively at multiple levels within the organization.
• Strong problem solving and creative skills, and the ability to exercise sound judgment and make strategic planning decisions based on accurate and timely analyses.

• Ability to organize integrated systems and processes; ability to analyze and solve complex problems.

• Willingness to obtain Michigan School Business Officials’ Chief Financial Officer Certification.

• Ability to meet all requirements necessary to satisfy state certification for the position.

Contractual Period: July 1 - June 30
Location: District-wide, Schoolcraft Community Schools
Salary: Commensurate with Education and Experience

Application Deadline: Until Filled

Employment Date: Preferably March 2020

Apply To: Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at www.schoolcraftschools.org that includes a cover letter, resume, references and transcripts.

Questions: Contact – Dr. Rusty Stitt, Superintendent (Email): stittrr@schoolcraftcs.org or Amie Goldschmeding, HR Assistant (Email): goldschmedinga@schoolcraftcs.org.

STATEMENT OF NON-DISCRIMINATION
It is the policy of the Schoolcraft School District that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or any of its programs or activities.

CRIMINAL RECORDS CHECK
In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.