Executive Director of Finance

LOCATION: Board Office, Timothy J. Dyer Center
REPORTS TO: Assistant Superintendent of Human Resources and Operations
COMPENSATION: The Salary Range is $109,404 - $133,050 based on W-WCOAA Collective Agreement
BENEFITS: Medical, Vision & Dental Insurance
Michigan Public School Retirement Plan

POSTING DATES: Internal: February 18, 2020 – February 26, 2020 by 3:00 P.M.
External: February 18, 2020 – Until filled

Wayne-Westland Community Schools is located in the metropolitan Detroit area, between Ann Arbor and Detroit. Our staff provides the very best educational opportunities for approx. 10,000 students from Westland, Wayne, Canton, Livonia, Garden City, Dearborn Heights, Inkster, and Romulus. The Wayne-Westland Community School district is comprised of eleven elementary schools (K-5), two upper elementary schools (6), two middle schools (7-8), and two high schools (9-12). We also have an early childhood center, an ultra-modern facility for career/technical training, an alternative high school, and a thriving online program.

The dynamic environment throughout the school district illustrates that when a school and community work together, extraordinary results occur. Our school district promotes high expectations for success and provides students with a safe, caring and nurturing environment.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned

- Responsible for operation of District business functions, State & Federal Grants and pupil accounting
- Overall responsibility for Business Office operations to include payroll, purchasing, accounts payable, grant accounting, student activity accounting, Act 18 accounting, financial accounting, long term debt and fixed assets
- Responsible for managing and maintaining the District’s cash flow analysis and investments
- Provide direction to District administrators for all aspects of business services including district purchasing, departmental budgets, State & Federal grants and pupil accounting
- Develop and administer the District’s annual financial budget and periodic budget revisions
- Assume overall responsibility for the effective reporting of all District financial transactions and reporting requirements
- Work with governmental units in complying with legal requirements for all District financial transactions
- Assume responsibility for evaluating assigned staff and programs as designated
- Direct all district cost containment initiatives
• Assume responsibilities and performs related functions as a District Action Team member
• Responsible for bond construction and sinking fund administration and other activities related to
  all District construction and building improvements
• Assists the Superintendent in establishing financial-related goals and objectives for the District
• Works with the District’s public accounting firm to establish policies and procedures to help
  safeguard the assets of the District
• Board Liability Claim Administration – MAISL Claims
• Contract Administration - Serves as member of Negotiations Committee
• Regular and predictable attendance
• Perform other related duties as assigned

EDUCATION AND/OR EXPERIENCE:
• Minimum: MBA or CPA, preferred
• Minimum: Five (5) years experience in financial management
• Hold, or be working toward, a State of Michigan Chief Financial Officer Certificate

KNOWLEDGE, SKILLS AND ABILITIES:
• Must be eligible to work in the United States
• Thorough understanding of District functions and financial administration
• Ability to establish effective relationships with administration, staff, students, parents and
  community
• Possess superior leadership and administrative skills

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met
by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to remain in a stationary
position. The employee will frequently be required to move about the inside of the office area and the
building. The employee may need to travel to different work locations. This person communicates with
other administrators, staff and the community and must be able to exchange accurate information in these
situations.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those
an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet. The employee is frequently required to interact
with students, staff and the public. At times, the employee may be directly responsible for the safety and
well-being of students.

TERMS AND CONDITIONS OF EMPLOYMENT:
Compensation per the W-WCOAA Master Agreement, the salary range for a Grade 17 position is $109,404
- $133,050.

EVALUATION: Job performance is evaluated in accordance with District guidelines and the W-WCOAA
collective bargaining language by the direct supervisor.

APPLICATION PROCEDURE: Apply on line at https://www.wwcsd.net or come to the Human Resources
Department to access the online application system.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional
duties are performed by the individual currently holding this position and additional duties may be assigned. Job
descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools
is an Equal Opportunity Employer.