



Please Post

Position: Director of Finance
Location: Administration Building
Reports to: Deputy Superintendent
Salary: \$102,658 - \$134,307
Posting Date: April 1, 2024
Deadline Date: April 26th or Until Filled
Interview Date(s): First Round Interviews will be held the Week of April 29th – May 3rd, 2024
Starting Date: July 1st, 2024

Education and Experience:

- Bachelor's degree in the field of accounting; master's degree or C.P.A. preferred.
- Michigan School Business Official certification preferred.
- Minimum of five (5) years of successful administrative experience and leadership in financial management, preferably in public schools, preferred.
- Strong knowledge of GAAP and governmental accounting, Michigan Public School Accounting Manual, K-12 governmental accounting policies and practices.
- Strong knowledge of Microsoft Excel.
- Working knowledge of Michigan school finance software applications.
- Knowledge of state and federal reporting requirements as they pertain to Michigan public school districts.
- Knowledge of collective bargaining process.
- Knowledge in financial management of capital projects bond and sinking funds.
- Possess excellent analytical, reasoning, and problem-solving skills.

Responsibilities:

- Supervise finance office staff including Payroll Coordinator, General Ledger and Cash Receipt Accountant, Grant Accountant and Compliance Specialist, .5 Payroll Accountant, Purchasing Coordinator, Accounts Payable Secretary,
- Responsible for accounting of financial transactions of all district funds, including general fund, various special revenue funds, capital projects funds (sinking fund and bond) and debt service funds.
- Prepares budgets for all district funds based on assumptions provided and analyzes results, including variances from budget to actual.
- Facilitates budget development process with instructional and support departments.
- Prepares budget presentations for the Board of Education in collaboration with Deputy Superintendent and attends Board workshops and meetings as requested.
- Prepares multi-year general fund financial forecasts.
- Responsible for the timely year-end close of financial transactions, including fixed assets.
- Coordinates the completion of the financial statement audit in August annually, including the audit workpapers, ACFR, single audit and SEFA; serves as district's liaison with auditors.
- Analyzes financial impact of GASB pronouncements on district and responsible for implementation of accounting changes.
- Prepares all required state and federal financial reports, including FID, SE-4096, SE-4094, Facility Settlement report, quarterly Medicaid reports and all grant final expenditure reports.
- Oversees the financial management of all state and federal grants, including budget development with grant directors, cash management, and financial reports.
- Reviews monthly financial reports prepared for the Board of Education, including cash position report; maintains cash flow projections as necessary.

- Approves all wire transfers; prepares interbank transfers and all grant cash drawdowns.
- Oversees the district's purchasing functions, including ensuring bids and RFPs are prepared in accordance with State law and Board policy.
- Member of the district's negotiation team(s) as requested and prepares financial analyses on proposals.
- Create, implement, and communicate business office procedures and internal controls.
- Maintain the district's general ledger in eFinance Plus.
- Makes recommendations for solutions to financial/budget challenges.
- Other duties as assigned by the Deputy Superintendent.

Method of Application:

All interested applicants apply at: <https://www.applitrack.com/troy/onlineapp/>.

Please upload your letter of interest, resume, letter(s) of recommendation, transcripts and other pertinent data directly to your Applitrack application. **Please do not fax, email or send applications** directly to the District. Questions regarding your application process should be directed to Applitrack.

Nondiscrimination:

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Troy School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Troy School District has a Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints for administering the nondiscrimination grievance procedure should be directed to the Assistant Superintendent of Employee Services/Troy School District.

An Equal Opportunity/Affirmative Action Employer/Program. Aids and auxiliary services are available upon request to individuals with disabilities.