



## POSITION DESCRIPTION

**Position Title:** Director of Finance and Operations  
**Location:** Equilla Bradford Administrative Center / Central Office  
**Reports To:** Superintendent of Schools  
**Salary:** \$115,000-\$120,000 Commensurate with experience and credentials  
**Terms:** Full-time, 12-month  
**Closing Date:** April 29, 2022

### BROAD FUNCTION:

To direct, manage and supervise the budgeting and financial functions, Operations, Maintenance, Transportation and Food Services of the District.

### QUALIFICATIONS:

#### Education

- Bachelor's Degree in Accounting, Finance or related field required
- C.P.A. Post-bachelor degree work and/or completion of an M.B.A., M.S., or other Master's Degree preferred

#### Experience

- Seven (7) years of experience in accounting, finance and/or auditing
- Five (5) years of successful supervisory and leadership experience required
- Three (3) years of experience in school business, including grant fiscal administration, preferred.
- Excellent analytical skills required
- Spreadsheet software proficiency required

### DUTIES & RESPONSIBILITIES:

- Direct, manage and supervise the staff, functions, and operational activities of Westwood Community Schools' finance, food service, maintenance, transportation, food service, technology and grant compliance functions.
- Lead and oversee the development process and monitoring of all budgets for all funds of the District.
- Coordinate with Human Resources with regard to staffing and budgeting.
- Oversee third party contracts for custodial, transportation, food service, E-rate filing and technology.
- Oversee the district's purchasing and bidding processes.
- Directly supervise the district's Maintenance Supervisor.

- Ensure that the district is in compliance with state requirements for its food service program.
- Assure integrity, timing, proper documentation, adherence to board policy, and legality of all accounting activities and transactions.
- Maintain direct responsibility for financial forecasting, cash flow, billing, and reporting functions.
- Oversee and direct all treasury functions, including banking, investments, cash management, and borrowing.
- Ensure appropriate fiscal controls.
- Ensure timely and accurate state reporting.
- Coordinate and supervise activities in preparation of annual financial and federal funds audits.
- Provide leadership and technical assistance to Westwood Community Schools departments with regard to budgeting, budget monitoring, fiscal systems, and financial reporting.
- Train, supervise, and evaluate staff in accordance with established policies and procedures.
- Serve as a member of the District's negotiations team for the purpose of collective bargaining with its employee groups.
- Analyze needs, monitor, and manage the property, casualty, and liability insurances.
- Develop and foster professional contacts among bank officials, county and state officials, and audit firms.
- Provide data and reports to the board of education as required.
- Serve as a member of the Superintendent's cabinet.
- Regular and predictable attendance.
- Perform other duties as assigned.

#### **RELATIONSHIPS & CONTACTS:**

##### **INTERNAL:**

Provide support and direction to all district staff with regard to their interactions with financial systems, budget, policy, procedures, operations and processes.

##### **EXTERNAL:**

Interact with state wide and local school business, Operations, Transportation groups.

##### **SUPERVISION RECEIVED:**

Superintendent

##### **SUPERVISION EXERCISED:**

Supervision may be exercised over administrative, professional, and support staff

**Special Skills and Training**

- Michigan School Business Officials Chief Financial Officer Certification preferred.
- Experience in financial analysis related to collective bargaining negotiations required.
- Demonstrated ability to work effectively with diverse groups required.
- Excellent verbal and written communication skills required.

**USE OF THIS POSITION DESCRIPTION:**

This position description is not intended and should not be construed to be an exhaustive list of all the duties, responsibilities, skills, efforts, or special conditions associated with this position.

**How to Apply:**

Apply online at: <https://www.westwoodschoools.net/apps/pages/> and click the "Job Opportunities" tab.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- The employee must occasionally lift and move up to 25 pounds in supplies, which requires bending, stooping and lifting.
- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to move about assigned location unaided during the day.

**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 will vary and can range from soft to loud. Often the noise level in the work environment will be moderate to loud.
- The employee is required to interact with students, staff, parents/guardians and occasionally with the public.
- At times, the employee may be directly responsible for the safety and well-being of students.

**Non-Discrimination Statement:**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and 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.

**Employee Declaration:**

I have reviewed and understand the job functions of this position and state that I can perform the essential duties without accommodations. \_\_\_\_Yes \_\_\_\_No

If an accommodation is needed, please describe the reasonable accommodation required for you to perform these essential job functions.

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Employee Name (Please Print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_