VACANCY NOTICE

Associate Superintendent of Business & Finance

Qualifications/Skills:
1. Bachelor’s degree in accounting, finance, or related field; Master’s degree or equivalent preferred
2. Minimum of five years of experience in school administration and/or financial management
3. Knowledge and understanding of financial planning and budget management principles, policies, laws and regulations
4. Knowledge and understanding of education/government auditing policies, standards and procedures
5. Knowledge of, and experience in, change management and strategic planning
6. Extensive knowledge of local, state and federal policies
7. Working knowledge of Excel, PowerPoint, Word and other information applications used in financial and/or accounting operations; Munis preferred
8. Excellent communication, leadership, analytical, and presentation skills
9. Extensive knowledge of all aspects of accounting

Reports To: Superintendent of Montcalm Area Intermediate School District

Job Goal: This is a highly responsible administrative position in which the administrator plans, organizes, and supervises a comprehensive finance and business office operation in compliance with all relevant district, local, state and federal standards and statutes. The administrator acts as the first level supervisor for all department staff.

Applications: Applications must include a letter of application, detailed resume of training, work experience, references, and any pertinent credentials. Please submit through Applitrack at www.maisd.com

Deadline For Applications: August 6, 2020 at noon
**Performance Responsibilities:**

1. Implements the district’s financial accounting system, procedures and practices.
2. Plans and monitors the accounting control system.
3. Establishes and implements proper internal controls and accounting and financial recordkeeping procedures.
4. Researches and compiles financial data and prepares financial reports, including: electronic, written, internal, and external reports to federal, state and regional governmental entities.
5. Supervises business office employees in all aspects of finance and accounting, including payment of bills; receipt of revenues; expenditures, encumbrances, and transfer of funds; and payroll and compensation distribution.
6. Motivates staff to work effectively as a team on various projects.
7. Oversees all grant funding, including coordinating applications and financial reporting.
8. Facilitate countywide Business Manager meetings.
9. Works with staff and auditors to ensure timely review of all documents.
10. Oversees the accounting of all District funds.
11. Oversees the provision of finance, accounting and business services for constituent districts.
12. Prepares and analyzes financial information for administrative level decision-making.
13. Manages District budget, monitoring and amending line items and reporting significant variances.
14. Oversees District cash flow for borrowing and investment opportunities.
15. Monitors all vouchers authorizing expenditures of monies.
16. Ensures all District payments are made in a timely manner.
17. Participates in strategic planning.
18. Oversees the monthly reconciliation of all bank accounts.
19. Researches and advises changes in technology used to implement job responsibilities.
22. May participate or lead a team for special projects involving multiple departments.
23. Establish and maintain professional business relationships with all staff and representatives of constituent districts and organizations with which the District does business.
24. Performs such other tasks and responsibilities as assigned.

**Supervisory Responsibilities:**

Directly supervises all Business Office staff.

**Terms of Employment:**

A twelve (12) month year. Salary commensurate with experience.

**Evaluation:**

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on Evaluation of Administrative Personnel.
Statement of Assurance:

It is the policy of Montcalm Area Intermediate School District that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, activity, or in employment for which it is responsible. Inquiries related to discrimination should be directed to: MAISD Superintendent, P.O. Box 367, 621 New Street, Stanton, MI 48888. (989-831-5261)

Date Posted: ____________________________
Witnessed by: __________________________
Removed on: ___/___/___ by____________________
Authorization by: ________________________

Superintendent
Job Description

Title:  Associate Superintendent of Business & Finance

Qualifications:

1. Bachelor’s degree in accounting, finance, or related field; Master’s degree or equivalent preferred
2. Minimum of five years of experience in school administration and/or financial management
3. Knowledge and understanding of financial planning and budget management principles, policies, laws and regulations
4. Knowledge and understanding of education/government auditing policies, standards and procedures
5. Knowledge of, and experience in, change management and strategic planning
6. Extensive knowledge of local, state and federal policies
7. Working knowledge of Excel, PowerPoint, Word and other information applications used in financial and/or accounting operations; Munis preferred
8. Excellent communication, leadership, analytical, and presentation skills
9. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Essential Job Functions:

1. Ability to use computers, software and other current technology.
2. Ability to read and respond to communications.
3. Ability to compose letters and file accurate reports.
4. Ability to speak to individuals one-on-one, make presentations and answer and respond to telephone calls.
5. Ability to drive between main buildings, local school districts and to workshops, meetings and conferences throughout the state.
6. Must be able to attend occasional evening and weekend activities.
7. Ability to do the lifting and reaching necessary to accomplish filing responsibilities.

Performance Responsibilities:

8. Responsible for overall financial operations of the MAISD, including development and maintenance of the annual budget and long range financial projections.
9. Assists Superintendent in school district planning and analysis of current programs, support systems and expenditures.
10. Authorizes all federal and state grant applications.
11. Responsible for overseeing budget development, administration and long range financial planning for the MAISD.
12. Participates with county and state organizations in staying abreast of school finance reform and other MAISD related issues.
13. Prepares documents and information related to school millage elections, bonding and other financial issues.
14. Prepares and oversees the preparation of MAISD financial reports. Ensures that report formats meet all State, local and in-district reporting requirements.
15. Responsible for overseeing and scheduling the annual external audit.
16. Analyzes and approves periodic capital equipment requests.
17. Oversees the preparation of tax resolutions for the BOE. Ensures the timely transfer of funds from taxing authorities to the MAISD. Monitors tax appeals and SEV.
18. Responsible for the MAISD’s financial accounting functions, procedures, controls and accounting for federal programs.
19. Prepares and analyzes financial information for administrative level decision-making.
20. Assists in managing the MAISD’s budget and monitoring line items and reporting on significant variances.
21. Monitors the MAISD’s cash flow, analyzing revenues and expenditures and recommending investment alternatives.
22. Coordinates meetings/activities for local district business managers. Provide leadership in the areas of finance, accounting, state aid, school aid act, budgeting, etc.
23. Participates in labor relations, benefits, and administration and special projects as requested.
24. Administers provisions of collective bargaining agreements and/or MAISD procedures dealing with staffing, transfers, discipline, leaves, resignations, retirement, benefits, vacations, absences and supplemental pay.
25. Provides leadership assistance and supervision for the supervisors in the business and personnel departments.
26. Responsible for overseeing local district business services.
27. Assists with the MAISD’s legal issues.
28. Protects the confidentiality of all records which are placed under his/her jurisdiction.
29. Advises the Superintendent on business, financial, personnel and administrative services.
30. All other duties to be assigned by the Superintendent and the Board of Education as they see appropriate.

**TERMS OF EMPLOYMENT:** Under administrative contract with Montcalm Area Intermediate School District.

**EVALUATION:** Performance of this job will be evaluated annually by the superintendent.