**Chief Financial Officer**

**Post Date:** August 14, 2020  
**Deadline:** Until filled  
**Salary:** $90,000-$100,000 (based on credentials and experience)  
**Category:** Non-Affiliation, Administrator Contract

Applications, including resume, proof of certification(s), and other applicable documents must be submitted using our website at [www.airportschools.com > General Information >Employment](http://www.airportschools.com). Questions regarding this opening or other human resource related topics may be directed to Andrea Heiden at aheiden@airportschools.com

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**Work Schedule:** 260 days; Full Time  
**Reports To:** Superintendent

**QUALIFICATIONS**

- Master’s degree in business, accounting, finance or relevant field or Certified Public Accountant preferred.
- Hold, or ability to achieve, MSBO Certification or eligibility for State of Michigan Financial Officer certification preferred (requirements attached)
- Five (5) years of successful administration or management experience in accounting and/or finance operations; or similar successful experience in a private business setting
- Synthesize complex or diverse information; collect, research, and analyze data and information; design work procedures
- Ability to present data/information to non-technical staff, administration, Board members, and community
- Ability to develop and coordinate project planning, communicate changes and progress, and manage team activities
- Evidence of good interpersonal skills; effective communication with staff

**ESSENTIAL FUNCTIONS AND DUTIES**

- Supervise the management of the financial affairs of the District.
- Specifically, he/she shall direct and facilitate non-instructional functions of the educational program. He/she shall be directly charged with responsibility for:
  - Bonding/Borrowing/Investing; Procedures for collecting, planning, reporting and analyzing budget needs;
  - Planning, collection, protection, legal and judicious use of all funds available to the district;
  - Maintain accounts and records that meet legal requirements in operating an authorized budget that will provide necessary control of all significant financial values accrued, retained or used by the district;
  - Communicating through appropriate reporting techniques significant financial information to principals, central administrators, the Board of Education and the community at large;
○ A program that includes the efficient and expeditious procurement of outside services, supplies, repairs and outlays;
○ Business operations of data processing in conjunction with the Intermediate School District

● Maintain financial records of all Board of Education funds necessary to provide school officials with accurate accounting reports as the basis for system operation, for the formulation of proper policies and decisions, and for reporting to the appropriate authoritative bodies
● Assure proper safeguards for the custody of all funds and an adequate system of auditing, post auditing procedures and other necessary internal controls.
● Recommend the time and amount of borrowed operating funds needed and prepare all forms required to secure approval of the loan, advertising for bids and receipt of the funds
● Authorize all purchases of supplies and equipment, including the receiving, tabulation and report of all bids other than new construction, within limits of budgetary appropriations
● Recommend improvements governing the business operations of the school district.
● Manages the District’s real estate, risk management and insurance programs.
● Record all school properties including description, quantity and value of said properties.
● Administer the district’s insurance programs.
● Process all bills submitted for payment in accordance with policies of the Board of Education.
● Reconciliation of taxes.
● Maintain documents involved in business transactions and contractual agreements such as bid sheets and tabulations, contracts, deeds, abstracts and so forth.
● Work cooperatively with the Superintendent and all other administrators to resolve problems and to assure the effective operation of educational programs and services.
● Assist in contract negotiations.
● Attend all Board Meetings, Committee Meetings and Special Meetings of the Board of Education.
● Be familiar with computer programs including Excel, SMART or comparable.
● Participates in the negotiation of employment contracts for organized employee groups.
● Supervises, directs and evaluates the Business Office Staff.
● Responsible for budget development, administration and long-range financial planning for the District.
● Serves on the Superintendent’s Cabinet and act as an advisor to the Superintendent for all questions related to the business, financial affairs, and operations of the District.
● Responsible for the collection, safekeeping and distribution of all funds.
● Prepare and oversee the preparation of District financial reports.
● Oversee and assist with all aspects of internal and external audits.
● Oversee the preparation and submission of all required state and federal reporting to include all grants for the District.
● Ensure that all records management procedures of the District meet all legal requirements.
● Prepare periodic and special request financial analyses and reports, including, but not limited to, monthly financial status reports to the Board of Education.
● Arranges for and supervises preparation, publication and distribution of budgets as approved by the Superintendent and the Board of Education.
● Collaborate with the Assistant Superintendent of Curriculum & Instruction as well as the Director of State & Federal Programs to review state and federal grants, funds and budgeting.
Set and achieve challenging goals; try new things; demonstrate persistence and overcome obstacles; measure self against standard of excellence; take calculated risks to accomplish goals.

Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Prioritize and plan work activities; use time efficiently; plan for additional resources; set goals and objectives; organize and schedule other people and their tasks; develop realistic action plans.

Adapt to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Follow policies and procedures; complete administrative tasks correctly and on time; support organizational goals and values; benefit the organization through outside activities.

**Demonstrate Professionalism**

- Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Treats people with respect; keep commitments; work with integrity; be ethical; uphold organizational values.
- Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions, with research/proof to back-up those decisions; include appropriate people in decision making process; make timely decisions.
- Approach others in a tactful manner; React well under pressure; Treat others with respect and consideration regardless of their status or position; Accept responsibility for own actions; Follow through on commitments.
- Exhibit confidence in self and others; inspire and motivate others to perform well; effectively and positively influence actions and opinions of others; accept feedback from others; give appropriate recognition to others.
- Communicate effectively and professionally with colleagues, parents, and students.
- Conduct parent-teacher conferences in accordance with district policies.
- Use of electronic communication such as Twitter, Facebook, or other forms of social media will be conducted professionally and respectfully to self and others.

Follow the district and building policies and procedures.

Support the District goals.

Perform other duties as assigned by Superintendent.

**Work Provisions**

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

**Physical Demands**

Reasonable accommodations can be made to enable individuals with disabilities to perform the essential function of the position.