Executive Director, Business and Finance

Commensurate with qualifications and experience

ABOUT BATTLE CREEK PUBLIC SCHOOLS (BCPS)

Great things are happening in Battle Creek Public Schools (BCPS), and this is your opportunity to be a part of it! Located in southwestern Michigan, Battle Creek Public Schools serve a diverse community of 4,000 students from Pre-K to adult education. BCPS is in the midst of an exciting, equity-driven transformation, aiming to increase student achievement and family engagement, and provide opportunities and pathways to success for all students, regardless of race or zip code. We are a mission-driven district seeking passionate and motivated leaders who are ready to be a part of transformational change that is already underway.

In 2017, BCPS received a $51 million grant from the W.K. Kellogg Foundation, which, over the five years of the grant period, is being invested to revitalize curriculum, implement project-based and experiential learning models, implement new professional development and mentorship programs for staff, bring onboard new programmatic partners, and open/transform schools with specialized magnet programming.

Administrators benefit from a supportive community of educators that “Believe in the Change.” A host of new investments in schools, and robust professional development programs are provided to staff. In addition to competitive base salaries, our educators enjoy a total rewards program that includes a generous healthcare and retirement plan, an Employee Assistance Program, Tuition Reimbursement, Sign-on and Retention Incentives, Housing and Rental Incentives and more. Our total rewards program also offers impactful professional development to support our continuous learners and a support network of teachers, administrators and staff who are laser focused on supporting each other to achieve student success.

ROLE SUMMARY

The BCPS District is seeking exceptional, inspired, equity-driven professional to guide the District into the next chapter of even greater academic excellence.

This position is responsible for leading, planning and controlling the business affairs and financial management of a large urban school district in accordance with generally accepted accounting principles and school district policy. This includes financial analysis, internal and external reporting, cash management, budgeting and forecasting, financial accounting, grant
management and reporting, purchasing, accounts payable, contract administration, payroll, capital projects and bonding. This position serves as a people developer for the finance staff so that the organization is highly effective. This leadership position also serves on the Superintendent’s Cabinet and collaborates with the Superintendent and her direct reports to ensure achievement and compliance with established Board goals, the District’s strategic plan and all legal and procedural requirements which ensure effective operations for the school system.

ESSENTIAL RESPONSIBILITIES

- Analyzes, prepares and monitors all district budgets, including long-range financial planning in a collaborative approach with departmental leadership.
- Prepares and oversees the production of monthly reports including reconciliations of district financial reports and ensures they meet all local, state, and federal requirements, including timely submission.
- Directs district fiscal functions and provide general administration of all accounting functions including internal controls
- Oversees all reporting and compliance for government (federal and state) contracts and private grants.
- Individual must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing a finance staff and is responsible for all aspects of personnel management for employees assigned to the department.
- Manages the contracting processes and ensures adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.
- Develops and maintains internal controls systems to safeguard financial assets of the organization and oversee federal awards, grants and programs. Oversee the coordination and activities of independent auditors ensuring all audit issues are resolved, and all compliance issues are met, and the preparation of the annual financial statements is in accordance with federal, state and other required supplementary schedules and information
- Oversees the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets
- Oversees the overall payroll process to ensure timely and accurate payroll, payroll tax and benefit deduction reporting and payments.
• Serves as fiscal advisory executive for the purpose of ensuring financial guidance and recommendations to the Superintendent and/or governing Board of Education
• Performs other duties as assigned

MINIMUM QUALIFICATIONS:

• The position requires knowledge normally acquired through a Bachelor’s Degree (B.A.) from a four-year college or university in Accounting, Finance, or a related field; or equivalent combination of experience and education.
• Seven (7) years of related job experience or expertise in accounting or applied financial leadership
• Experience in partnering with organization leaders on operational budgets, forecasts and cash management.
• Ability to lead, plan, review, and evaluate the work of business office staff, Director of Buildings and Grounds, and independent contractors.
• Knowledge of software and operations of computerized financial accounting systems.
• Strong analytical and critical thinking skills.
• Excellent financial and business acumen, with the ability to quickly assimilate numbers and reports and provide well-reasoned, thoughtful, and succinct reports and recommendations
• Ability to organize integrated systems and processes; ability to analyze and solve complex financial budgeting, forecasting and cash management challenges
• Demonstrated ability to work collaboratively with others across the organization to achieve shared objectives

PREFERRED QUALIFICATIONS:

• Master’s Degree in Accounting, Finance, Business Administration or closely related area
• Ten (10) Plus years of administrative level experience in Finance, Accounting, Business Management or closely related experience
• Certified Public Accountant (CPA) designation
• Previous experience in a public school environment
• Demonstrated experience with zero based budgeting
• Demonstrated ability to develop people in the finance and facility operations functions
• Experience with continuous improvement methodologies
THE STRONGEST CANDIDATES WILL HAVE:

- Possess or willing to obtain the Michigan School Business Officials Chief Financial Officer Certification
- A belief that all children can achieve no matter their zip code
- A proven track record of leading, managing, and coaching others to increase operational effectiveness
- Demonstrated success in zero based budgeting, partnering with schools, businesses in turnaround modes, financial and organizational challenges.
- Strong interpersonal skills and ability to build and cultivate positive relationships with peers and other stakeholders
- Demonstrated ability to marshal resources to get staff moving in the same direction in order to get things done
- A willingness to go above and beyond to contribute to the success of a dynamic team

SCHOOL SAFETY CLEARANCE:

The successful candidate will be subject to a fingerprint and background check as a condition of employment. All fees required for this check (estimated $73.00) will be the responsibility of the successful applicant. The Battle Creek Public School District is an equal opportunity employer and will not discriminate on the basis of race, color, handicap, sex, age, religion, national origin, weight, height, or marital status in its employment practices.

Application Deadline:

Position will remain open until filled; must apply by September 25, 2020 or earlier.

Send resumes to:

cjohnson@battle-creek.k12.mi.us or bethechange@battlecreekpublicschools.org