The West Bloomfield School District is currently accepting applications for the following position:

FINANCIAL SERVICES SUPERVISOR

The Director of Financial Services supervises all accounting staff and performs the most complex accounting duties, including: fund accounting, cash management, and accounting that requires knowledge of specialized rules and regulations; prepares and monitors budgets; provides significant accounting expertise to help departments achieve fiscal goals; and performs other related duties as required.

EDUCATION AND PROFESSIONAL EXPERIENCE:

- Bachelor’s degree with a major or minor in business administration, accounting, or related field.
- Experience working in school finance and/or accounting (CPA) preferred, including at least five years of supervisory experience that include budget preparation.
- Knowledgeable and proficient in computer systems for all accounting functions.
- Knowledge of principles and practices of business and public school accounting.

REQUIRED QUALIFICATIONS:

- Ability to supervise others in the financial accounting and data processing areas.
- Ability to evaluate, select and train staff.
- Ability to review, analyze, and interpret governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively communicate orally, in writing, and through the use of financial statements.
- Ability to establish positive, productive relationships with others; demonstrated leadership skills.
- Proficient with Word and Excel spreadsheet programs.

MAJOR DUTIES AND RESPONSIBILITIES:

- Implements and supervises all financial accounting procedures.
- Develops and maintains the chart of accounts in accordance with the 1022 Accounting Manual.
- Directs and maintains the accounting of all funds required to operate the school district.
- Supervises payroll, accounts payable, purchasing, and department functions.
• Prepares technical and statistical fiscal reports.
• Prepares monthly reports to the Board of Education for all cash disbursements.
• Responsible for proper recording of all district revenues and expenditures.
• Establishes and maintains a departmental accounting system and procedures.
• Participates in the preparation, evaluation, justification, and maintenance of budgets, amendments and budgetary controls.
• Prepares and balances bank statements monthly.
• Prepares records of all tax collections and state aid revenue.
• Maintains bond register showing all principal and interest payments due to the end of each issue.
• Prepares, reviews, and monitors all funded projects.
• Prepares quarterly Medicaid reports.
• Prepares financial statements, balance sheets, income and expense reports, and cash flow analyses.
• Compiles data and prepares reports to summarize and forecast district financial activities.
• Responsible for accounting procedures and preparation and submission of reports for all local, intermediate, state, and federal grants.
• Responsible for all aspects of the annual audit, including preparation of fiscal year-end financial data.
• Assures accurate and timely submission of the Financial Information Database (FID) report.
• Provides training to district staff in accounting procedures and the proper use of the district’s computerized general ledger system.
• Reviews and makes recommendations for the district’s internal control procedures.
• Maintains security related to departmental accounting codes and budget line items.
• Maintains banking website for on-line transfer of funds and wire transfers.
• Coordinates new software applications as it relates to the accounting office.
• Responsible for the overall direction, coordination, and evaluation of the Business Office.
• Performs all other duties as assigned by the Assistant Superintendent.

**SALARY:** Salary Range of $85,000 - $95,000 depending on background and experience. A comprehensive benefit package and health care plans are included.

**TO BEGIN:** To be Determined

**POSTING DATES:** August 19, 2020 - September 11, 2020

**APPLY:** Create or update electronic file at:
Website: [www.wbsd.org](http://www.wbsd.org)
Click on Departments
Click on Human Resources
Click on the link: [www.westbloomfield.tedk12.com/hire](http://www.westbloomfield.tedk12.com/hire)

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. For further information you may contact Eric Whitney, Assistant Superintendent for Talent Development and Management at 248.865.6426 or Deanna Barash, Assistant Superintendent for Curriculum, Assessment and Instruction at 248.865.6478.