Controller for Shared Business Services

ABOUT US
At the Genesee Intermediate School District, we are collaborators, leaders, educators, and support staff delivering instructional programs and services in general education, special education, and career technical education to 61,500 students, their families, and over 13,000 educators. GISD values its staff and cultivates positivity in the workplace as we all work together to carry out our mission of leadership, service, and innovation – partnering for success!

SALARY AND BENEFITS
Salary: $70,000 - $90,000. Commensurate with education, experience, and local school district placement.
Benefits: We offer five different health insurance plans along with dental, vision, disability, and life insurance after one full day of employment.

WORK LOCATION AND SCHEDULE
Genesee County local school district as assigned by Genesee Intermediate School District Business Services.
Erwin L. Davis Education Center
2413 W. Maple Ave.
Flint, Mi. 48507
Schedule: Full time position; 52 weeks per year.

ROLE AND ESSENTIAL DUTIES
The Controller for Shared Business Services, is responsible for the coordination, management and supervision of payroll, finance and business services in Flint Community Schools. Works with the Director for Shared Business Services, the Regional Shared-Time Director for Business Management and Assistant Superintendent for Business Services to assist and manage day-to-day school district business management, financial services and projects.

QUALIFICATIONS AND EXPERIENCE
Bachelor’s degree required in accounting or business management required. Certified public accountant (CPA) preferred. Minimum five years successful experience in a supervisory business office of a K-12 school district or combination of business office work experience in a K-12 business office position and/or intermediate school district. Office management and computer technology experience required. Prefer experience with SchoolsOPEN software. Demonstrated ability to supervise and evaluate the work of others, prepare complex financial reports, work with auditors, solve complex problems and work in a variety of school business office situations required.

DEADLINE
Internal applications accepted through July 4, 2023. External applications accepted until the position is filled.

FIND ADDITIONAL INFORMATION ABOUT QUALIFICATIONS, EXPERIENCE, AND ESSENTIAL
Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:
Controller for Shared Business Services

Job Summary:

The Controller for Shared Business Services, is responsible for the coordination, management and supervision of payroll, finance and business services in Flint Community Schools. Works with the Director for Shared Business Services, the Regional Shared-Time Director for Business Management and Assistant Superintendent for Business Services to assist and manage day-to-day school district business management, financial services and projects.

Essential Duties (May include, but not limited to):

1. Plans, directs and coordinates all accounting operational functions.
2. Supervise business office personnel.
3. Prepares monthly financial and operational reports for all funds including balance sheets and board reports.
5. Coordinates year end/internal audit process.
6. Prepares FID, Food Service Report and other required reports.
7. Reconciles local property tax revenue.
8. Maintains fixed asset and depreciation schedules.
10. Prepares year end trial balance sheet
11. Reconciles all balance sheets, bank and investment accounts.
12. Prepares analytical review of financial information or administrative decisions of the Director for Shared Business Services.
13. Participates with human resources department in regular meetings as established by the Director for Shared Business Services.
14. Provides training as needed to internal and district department staff related to business procedures and board policy.
15. Prepares miscellaneous correspondence and provides staff support as needed.
16. Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
17. Consistently models Win-Win leadership.

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Other Duties:

1. Serves in special assignments as designated by the superintendent.
2. May serve on technical support committees to upgrade hardware and support for business services applications.
3. Performs other related duties as assigned.

Qualifications:

Education:

Bachelor’s degree required in accounting or business management required. Certified public accountant (CPA) preferred.

Experience:

Minimum five years successful experience in a supervisory business office of a K-12 school district or combination of business office work experience in a K-12 business office position and/or intermediate school district. Office management and computer technology experience required. Prefer experience with SchoolsOPEN software. Demonstrated ability to supervise and evaluate the work of others, prepare complex financial reports, work with auditors, solve complex problems and work in a variety of school business office situations required.

Skills/Other:

Experience in supervision and evaluation of staff. Ability to manage multiple projects and tasks at the same time. Excellent verbal, written, electronic and interpersonal communication skills. Possess organizational and management skills and be capable of working with and motivating others. Ability to review, understand and interpret school law, audit reports and Michigan Department of Education reporting requirements. Ability to utilize district technology and work to maintain proficiency, as required skills set change with technology and/or the needs of the district. Punctuality and good attendance are requirements for the position. Ability to work a flexible workday, workweek, and work year. Represents the district in a professional manner at all times. Works successfully as a member of the team. Demonstrate discretion, confidentiality, honesty, integrity, and professionalism at all times. Excellent customer service skills and the ability to maintain a calm, poised, and professional image at all times. Ability to exercise good judgement and make decisions in accordance with established district policies and procedures. Knowledgeable of government accounting standards.

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Special Job Considerations:
Type of Certification: Administrative/Eligible for Chief School Business Official continuing education requirement
Bargaining Unit: No
Salary Schedule: Administrative
Immediate Supervisor: Finance Director of Shared Business Services
Supervision: Local District and GISD Staff
Date: June 27, 2023
Approved:
Job Description