NOTICE OF ADMINISTRATIVE POSITION VACANCY

Applications are now being accepted for the following position:

**DIRECTOR OF BUSINESS SERVICES**

**Preferred Qualifications, Experience, and Skills:**
- Degree in relevant subject area. Willingness to enroll a qualified certification program (MSBO CFO and/or CPA certification).
- Three years experience in accounting.
- Working knowledge of Michigan school finance/educational systems.
- High-level problem solving and conflict resolution abilities.
- Ability to build and sustain positive relationships.
- Demonstrated ability to communicate, lead and work in a collaborative manner with the community, board of education and all district staff.
- Such alternatives to the above qualifications as the District may find appropriate.

**Responsibilities:** See attached job description.

**Terms of Employment:** Administrative/Non-Bargaining Position. Full-time, 260-day position. Salary commensurate with education and experience. Two-year contract with fringe benefits.

**Make All Applications to:** Linden Community Schools, Personnel Office
(Applications must be submitted on-line at [www.AppliTrack.com/gcaps/onlineapp](http://www.AppliTrack.com/gcaps/onlineapp))

The following items must be included in the application:
- Complete Online Application
- Cover Letter and Resume
- References (minimum of three professional; at least 2 supervisors)

**Date Posted:** June 27, 2023
**Deadline for Application:** Until Filled
**Interviews to Occur:** July 2023
**Expected Start Date:** August 1, 2023 – Unless Otherwise Negotiated

**MISSION STATEMENT**
Our Mission is to EDUCATE, nurture and develop ALL LEARNERS to be self-directed and to strive for EXCELLENCE with CONFIDENCE and INTEGRITY by working cooperatively with students, parents, and community.

**NOTICE OF NONDISCRIMINATION POLICY**
It is the policy of the Linden Community Schools that no person, on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including employment opportunities. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business.
Linden Community Schools Job Description

Job Title: Director of Business Services
Department: District-Wide
Reports To: Superintendent
FLSA Status: Exempt
Updated: Updated, June 2023
Prepared by: Nathan Aquilina, Director of Human Resources

JOB PURPOSE:
The Director of Business Services is to work as part of the district leadership team to oversee and manage the general accounting function of the District, including payable, general ledger maintenance, cash management tracking, state and federal reporting requirements, grant management, purchasing, budgeting, financial reporting, and annual audit coordination/completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Responsible for regular communication and reporting to the Superintendent.
- Overall responsibility for school district fund accounting activities to include general, debt, food services, building and site, student activities, bonds, long term debt and fixed assets.
- Overall responsibility for Business Office operations to include payroll, purchasing, accounts, payable, accounting, student activity accounting, and budgeting.
- Prepare all documentation for external auditors in the annual audit and financial report preparation.
- Monitor and develop with the investment of excess cash balances for all funds and manages cash flow projections and associated District borrowing.
- Develop and revise the District operating budgets and long range financial planning.
- Assumes responsibility for the development and revision of accounting systems and procedures.
- Develop District operating and debt service millage rates.
- Prepare State, County, Federal and internal financial reports and analysis.
- Provide a system of internal audit and control for all school funds.
- Assumes responsibility for all Federal and State tax reporting.
- Responsible for providing regular training and communication to staff on matters related to school funding and expenditures.
- Responsible for working collaboratively with other departments throughout the planning, implementation and utilization of Federal and state funds.
- Monitors and maintains that individual schools and the district are spending its funds in accordance with the law.
- Monitors, maintains, advises and completes budget amendments.
- Responsible for informing and maintaining district compliance with all State programs.
- Stays aware of current legislation and best practices in order to advise the District regarding Federal and State programs.
- Overall responsibility for property liability coverages.
- Responsible for providing technical assistance to all schools regarding allowable and unallowable expenses related to State funds.
- Regular and predictable attendance.
- Other duties as assigned.
PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:
Excellent written and verbal communication, strong analytical and problem solving skills, willingness to learn, focus on excellent customer service, proficient with Microsoft applications, proficient with Google G Suite, Chrome OS, and Windows Desktop, expertise in supporting Information System and third-party applications. Expertise in the electronically transmitting state reports. Expertise in software applications and upgrades. Collaboration with other departments.

SUPERVISORY RESPONSIBILITIES:
Oversees, manages, evaluates, and supervises business office staff.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS:
Ability to read and interpret written language.
Ability to write routine reports and correspondence.
Ability to speak effectively before groups of students or employees or organizations.

MATHEMATICAL SKILLS:
Ability to calculate figures and amounts such as discounts, interest, proportions and percentages.

REASONING ABILITY:
Ability to define problems, collect data, establish facts and draw valid conclusions.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, communicate and talk or hear. The employee frequently is required to walk, use fingers, tools or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, work irregular or extended work hours.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
STATEMENT OF NONDISCRIMINATION:
It is the policy of the Linden Community Schools not to discriminate on the basis of race, color, national
origin, sex, (including sexual orientation or 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.

The following person have been designated to handle inquiries regarding nondiscrimination policies:

District Compliance Officers
Linden Community Schools
7205 W. Silver Lake Rd.
Linden, Michigan 48451
(810) 591-0980

For further information on notice of nondiscrimination, see the following website:
http://1.usa.gov/1Jssk6D or call 1-800-421-3481.

Employee signature below constitutes employee's understanding of the requirements, essential
functions, and duties of the position:

________________________________________
Employee Name (Print)

________________________________________
Employee Signature

________________________________________
Date