Vacancy

ADMINISTRATIVE POSTING

POSTING DATE: August 10, 2023

POSITION: ASST. SUPT. OF FINANCE AND BUSINESS SERVICES

Full-Time [Part-Time will be considered – retirees welcome to apply]

DEPARTMENT: Business Office

STARTING DATE: September 18, 2023

REPORTS TO: Superintendent of Schools

SALARY RANGE AND BENEFITS:

Full-Time: $100,000 - $120,000 commensurate with experience plus a comprehensive fringe benefits package; 224-day work year

Part-Time: Negotiable

CANDIDATE APPLICATION PROCEDURE:

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*Please apply through Oakland Human Resources Consortium: https://www.oakland.k12.mi.us/careers

*Please DO NOT mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

APPLICATION DEADLINE: September 1, 2023

Clawson is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices. Affirmative Action/Equal Opportunity Employer

Affirmative Action/EQUAL OPPORTUNITY EMPLOYER

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, “Protected Classes”) that are protected by Federal civil rights laws (hereinafter referred to as “unlawful harassment”), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.
CLAWSON PUBLIC SCHOOLS
POSITION DESCRIPTION

ASST. SUPT. OF FINANCE AND BUSINESS SERVICES

POSITION SUMMARY

The Asst. Supt. of Finance and Business Services will direct and oversee administration of Clawson Public Schools general, grant, and bond project accounting including accounts payable and receivable, payroll, budget, procurement, internal controls, cash management, treasury, risk management, audit and financial reporting functions assuring proper management of the district’s financial resources. This position will also oversee human resources, operations, food service, benefits, childcare, and student transportation functions.

EDUCATION AND EXPERIENCE

- Master’s Degree preferably in the area of business, accounting, finance, or related field
- Certified Public Accountant (CPA), Certified Management Accountant (CFMA), Certified Financial Manager, and/or Michigan School Business Officials (MSBO) Chief Financial Officer Certification is preferred
- Three or more years of related experience including supervisory responsibilities, preferably as a Chief Business Official at a Michigan School District
- Knowledgeable and proficient in computer systems for all accounting functions
- Knowledge of principles and practices of business and public-school accounting
- Knowledge of state and federal reporting requirements as they pertain to Michigan public school districts
- Knowledgeable about school funding and school funding sources; one who has stayed current with the ever-changing school finance legislation
- Knowledge of collective bargaining process
- Knowledge in financial management of bonds and sinking funds
- Knowledge and experience in use of appropriate technology applications to support finance services and presentations

QUALIFICATIONS

- Strong interpersonal skills and demonstrated leadership skills
- Exceptional ability to communicate effectively, orally, and in writing
- Ability to resolve problems and address complaints
- Ability to draft presentations and effectively present information to administrators, public groups/community, and the Board of Education
- Possess a high degree of honesty, integrity, and character
- Ability to supervise others in the financial accounting and data processing areas
- Ability to review, analyze, and interpret governmental regulations
- Ability to write reports, business correspondence, and procedure manual
- 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
ESSENTIAL FUNCTIONS AND TASKS

- Provide the leadership, management, and supervision for all business services activities, including accounts payable, accounts receivable, purchasing, payroll, accounting for bond activities, procurement, grant accounting, general accounting operations, cash management, budget, risk management, and debt service management
- Provide leadership, management, and supervision for human resources and operations.
- Develop budget assumptions and prepare budget and analyze results; analyze variances of budget to actual; make recommendations for solutions to financial/budget challenges; disseminate budget information to the departments
- Prepare / review all state and federal reports; ensure all applicable local, state, and federal reporting requirements are met
- Financial management oversite of all federal and state grants for the District (Title I, Title II, Title III, IDEA, 31a, WIOA, etc.) assuring compliance with accounting and procurement regulations
- Responsible for management of multi-million-dollar bond issues/construction
- Responsible for maintaining bond register showing all principal and interest payments due to the end of each issue
- Responsible for accounting of all funds, including bond, sinking, and debt funds
- Responsible for implementing and maintaining effective internal controls safeguarding district assets and resources
- Prepare all bidding documents, tabulations, and reports
- Monitor cash flow / cash management
- Oversee long-term contracts in food service, operations, transportation, and other business services
- Review bank reconciliations
- Prepare records of all tax collections and state aid revenue
- Responsible for all facets of the budget development, administration, and long-range financial planning for the district
- Responsible for all aspects of the annual audit, including preparation of fiscal year-end financial data
- Responsible for the accounting of fixed assets, including construction in progress, retainages, and any related debt
- Provide detailed budget information on a regular and on an as-needed basis
- Continually evaluate internal controls and systems/procedures to ensure the effective and appropriate utilization of district resources in administering the financial management function
- Attend meetings as requested by the superintendent of Clawson Public Schools; including regular and special board meetings of the Clawson Board of Education, including work sessions and/or committee meetings
- Prepare and present financial items for inform and approval by the board
- Serve on the collective bargaining negotiations teams and prepare all costing proposals
• Provide management of all organizational treasury management functions, including the issuance of Tax Anticipation Notes, State Aid Notes, Lines of Credit, any Emergency Loans, and all other financings
• Develop and implement administrative procedures relevant to the operations of the Business Office
• Prepare financial statements, balance sheets, income and expense reports, and cash flow analyses
• Provide staff with support, resources, information, and training as needed to carry out the priorities of the organization and department
• Prepare, analyze, and provide financial information for administrative decision making
• Ensure the establishment and maintenance of appropriate internal controls and system processes
• Provide for the administration of the organization’s risk management insurance program
• Serve as an advocate for public education and Clawson Public Schools
• Lead multiple projects and support/motivate effective teamwork to produce quality goods and services
• Analyze and solve strategic and operational issues
• Promote and support organizational culture by reinforcing Clawson Board of Education goals, policies, and procedures, and the organization’s vision, mission, and continuous improvement plan
• Respond to other duties as assigned by the Superintendent of Schools in a professional and effective manner

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by the Superintendent of Schools.