POSITION:  Assistant Superintendent of Business & Finance

The Assistant Superintendent of Business and Finance assumes administrative leadership in all aspects affecting school finance and business functions of the school district involving budget development and preparation, accounting, finance, purchasing, employee benefits, building operations, food services, early childhood and other related programs.

COMPENSATION:  $117,839-$142,572 commensurate with education and experience

QUALIFICATIONS:

• Bachelor’s degree in Business Administration or Accounting, with a strong fund accounting background. Master’s Degree, preferred.
• Approval as a Chief School Business Official or comparable coursework, and meets MSBO criteria as a School Business Official.
• Five years as a Chief School Business Official with experience in a supervisory capacity, preferred
• Strong understanding and technical skills related to State and Federal Education funding issues.
• Outstanding written and oral communications skills, with excellent listening and reasoning skills.
• A solid understanding of the team concept of management and its relationship to the interests of students, staff, parents and community.
• Ability to create a cooperative environment for staff, parents, and community in planning, problem-solving and program development.
• Demonstrates personal integrity and professional ethics.

DUTIES AND RESPONSIBILITIES:

1. Oversee finance office operations, including budgets, accounts receivable, accounts payable, payroll, grant activity, general ledger, and financial reporting for all district funds
2. Oversight, guidance, and mentoring of the Director of Maintenance and Operations, Director of Food Service, Director of Early Childhood Center and related responsibilities and duties.
3. Transparency requirements, including continuous improvement of the availability of financial information to the community and staff in an effort to sustain public confidence regarding the District’s fiscal responsibility, accountability, and integrity
4. Co-lead member of the District’s contract negotiating team(s)
5. Monitor the State’s legislative activity and analyze the financial impact to the District
6. Analysis and approval of requests or changes that may have a financial impact to the District, including: capital equipment purchases, vendor contracts, program changes, bargaining agreement changes, etc.
7. Operating and capital millage management, including preparation of annual millage rates, reporting, and required public hearing
8. Oversee the annual audit process
9. Perform other duties as assigned by the Superintendent

**Application Procedure:**

Interested candidates should register and complete an application at the [Oakland Human Resources Consortium](#)

**Reports To:** District Superintendent

**Start Date:** October-November 2023

The Lamphere Schools does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status or handicap status in the employment of personnel.