POSITION: Assistant Superintendent of Business Services

Location: Educational Services Center
Work Schedule: 260 Days
Salary Range: $120,709 - $177,117 (salary range updated effective 08/03/2023)

Walled Lake Schools is seeking an energetic individual with a strong background in financial management to join our team and lead our Business and Student Services Departments. If you are a proven collaborator with demonstrated leadership and executive level supervisory experience, please consider joining the Walled Lake family to serve the needs of our students, staff and community.

SUMMARY

The Assistant Superintendent of Business Services is responsible for identifying, developing, and implementing processes necessary to meet the strategic financial goals and objectives of the Walled Lake Consolidated School District. Responsibilities shall include matters related to the financial and operational areas of the District including: strategic planning and execution, budgeting, purchasing, risk management, accounting, and reporting. This role works regularly with the Superintendent and sits on the Leadership Team and Cabinet. Additionally, the Assistant Superintendent of Business Services attends all Board Meetings and functions as the main fiduciary of the District.

QUALIFICATIONS

- Master’s Degree preferred, preferably in the area of Business, Accounting, Finance or other related field
- Certified Public Accountant certificate, licensed or registered in Michigan, preferred
- Michigan School Business Officials and/or Association of School Business Officials International CFO certification preferred

In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Walled Lake Consolidated School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, political belief, military service or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact the District Compliance Officer Nicholas Russo, Assistant Superintendent, Human Resources, 850 Ladd Rd., Bldg. D., Walled Lake, MI 48390, phone (248) 956-2023.
• Minimum of five (5) years of successful administrative experience and leadership in financial management, preferably in public schools
• Demonstrated knowledge about federal/state regulations, Michigan Department of Education Chart of Accounts (Bulletin 1022), K-12 governmental accounting policies, practices, trends, and critical information that affect school districts
• Experience / knowledge in complex school funding/finance systems including: fund investment, bond issues, school construction, public school finance, governmental accounting systems and utilities; procurement, management of contract services and real estate transactions
• Experience in capital planning and/or construction management preferred
• Proficient computer skills including Excel, Word, PowerPoint, Google platform, MS Office, and various school district systems, including Business Plus software
• Strong interpersonal and communication skills, including the ability to communicate effectively orally, in writing, and in presentations
• Ability to manage a broad scope of financial operations with fiscal accountability
• Ability to work effectively with various employee groups, administration, staff, parents, community, and the Board of Education
• Ability to lead a large department with varying levels of responsibilities
• Possess excellent analytical, reasoning, and problem-solving skills
• Ability to attend evening Board Meetings and other off-site meetings as directed
• Possess strong organizational and leadership skills
• Experience in labor relations and negotiations
• Ability to challenge, encourage, inspire and lead individuals to achieve desired results and maximize personal potential
• Ability to navigate through political situations and balance competing interests
• Ability to meet deadlines and work well under pressure to acquire the necessary information for informed decision-making
• Possess a high degree of honesty, integrity, character, and the ability to maintain confidentiality
• Sensitivity and awareness to other people and cultures
• Other qualifications as deemed appropriate

PERFORMANCE & RESPONSIBILITIES

• Budgeting process, including annual budget development, midyear revisions and long-range financial forecasting, and reporting
• Monthly financial reports, including budget-actual revenue/expenditure reports
• Cash management oversight and custodian of all District bank accounts
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Every Child, Every Day!

- 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
- Member of the District’s negotiating team(s)
- Oversee the Business Office operations, including budgets, accounts receivable, accounts payable, payroll, employee benefits, grant activity, general ledger, and financial reporting for all district funds
- Oversee Student Services operations, including enrollment, student count, School of Choice, and all related reporting
- Oversee employee benefits, including analyzing benefit plans, sharing information and annual open enrollment
- Monitor the State’s legislative activity and analyze the financial impact to the District
- Ensures that financial records management procedures of the district meet all legal requirements
- Risk management, including the District’s property, casualty, and general liability insurance through SET SEG, a self-funded trust
- 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, building closing or repurposing, sale of real property, etc.
- Operating and capital millage management, including preparation of annual millage rates, reporting, and required public hearing
- Oversee the annual audit process, including the Annual Comprehensive Financial Report submitted for the ASBO Certificate of Excellence in Financial Reporting award
- Prepare annual Meritorious Budget Award document
- Present financial analysis at the direction of the Superintendent
- Perform other duties as assigned by the Superintendent

ESSENTIAL FUNCTIONS OF THE JOB

- Must be present at the work site to perform duties, as required.
- Must be able to manage stressful situations.
- Must be able to lead and manage groups of people and individuals.
- Must be able to communicate effectively.
- Must be able to build and maintain a safe environment.
- Must be able to meet the physical demands of the job including but not limited to: walking, kneeling, sitting on the floor, rising from the floor, bending, and lifting at least 20 pounds.
The Essential Functions 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 qualified disabilities to perform the essential functions.

METHOD

Position posted through August 18, 2023.

Interested candidates should apply online through the Oakland County Human Resources Consortium site: https://www.oakland.k12.mi.us/careers

The application files must include a cover letter, resume, and three professional references.

Nicholas Russo
Assistant Superintendent
Human Resources