Director of Business and Finance

Deadline: January 22, 2024  
Location: Holly Area Schools  
Salary: $88,000 - $100,000 commensurate w/ experience  
- Competitive Healthcare Benefit Package;  
- Leave/Vacation Days

12 Month Position  
Start Date: To Be Determined (no later than March 1, 2024)

Holly Area Schools is seeking a highly qualified candidate with exceptional business skills, a background in finance, and successful experience in a school setting to serve as the Director of Business and Finance. The Board of Education will offer the successful candidate an annual salary commensurate with skills/experience. The successful candidate will also receive a complete and competitive benefit package.

The successful candidate will also be trained and mentored for a possible promotion to the position of Executive Director of Business and Finance in July 2025 providing the opportunity to lead the district's Business Office.

The Community
Holly Township is nestled in the northern and western most corner of Oakland County and is filled with natural beauty, wildlife, and serenity. Holly’s position in Oakland County offers the experience of the outdoors at our many county or state parks without being too far from the convenience of more urban environments. The Township is committed to preserving and enhancing a safe community of caring and involved residents that are proud to call Holly Township home.

The District
Holly Area Schools serves approximately 3,100 students in Northwest Oakland County. The district has four elementary schools, one middle school, and one high school. Holly Area Schools also offers a superior variety of early childhood education programs, STEM in all elementary schools and middle school, “Leader in Me” program, award-winning fine arts programs, expanded dual enrollment opportunities, cutting-edge technology in all classrooms, and skilled trades programs that prepare kids for jobs of the future. The district is composed of approximately 200 certified teachers with the vast majority boasting a Master’s Degree or above.

The Holly Area Schools community recently approved a $97,000,000 bond that will fund new and enhanced learning environments, districtwide building and site improvements, as well as safety upgrades. Some of the exciting improvements include:
- A new Middle School with increased classroom space, career lab, and enhanced fine arts & athletic facilities.
- Enhanced learning environments, including fine arts, athletics, instructional technology, and a new construction trades center at the high school.
- Replacement of work playground structures, new fire protection upgrades, and more safety improvements.

THERE’S NEVER BEEN A BETTER TIME TO BE A BRONCHO!
Education and Qualifications

- Hold a Bachelor’s Degree in Accounting, Finance, or related field
- Certified Public Accountant (CPA), Certified Management (CMA), Certified in Financial Management (CFM), Certified Financial Officer (MSBO-CFO) preferred
- At least five years of successful experience in public schools preferred
- Knowledge of Generally Accepted Accounting Principles (GAAP) and governmental accounting, Michigan Public School Accounting Manual and K - 12 governmental accounting policies and practices.
- Experience with software and operations of computerized financial accounting systems.
- Successful Experience with Microsoft Excel
- Knowledge of capital projects bond and sinking funds
- Demonstrated ability to utilize variety of leadership styles
- Possess exceptional verbal and written communication as well as interpersonal skills
- Competency in the use of technology and experience with Google Suite
- Evidence of strong sense of honesty and integrity
- Possess strong organizational skills including the ability to be detail oriented.
- Commitment to professional growth of self and staff
- Promote effective relationships with all stakeholders
- Ability and willingness to collaborate

Job Summary

The Director of Business and Finance is responsible for the leadership and supervision of business functions across the district including but not limited to financial operations, financial planning, budgeting, general accounting, and financial reporting. This position supports the financial health and wellness of all departments across the district. This position works in conjunction and provides oversight of the Business Office for payroll and cash management. In addition, this position supports the management of employee benefits and insurance claims in the Human Resources office.

The successful candidate’s responsibilities will include the following:

- Support the management of all accounting functions including accounts payable, purchasing, payroll, grant accounting, district revenues, bond finances, and general accounting operations.
- Develop in collaboration with Superintendent and Assistant Superintendent, the current operational and projected long-range budgets necessary to meet the educational needs of the district.
- Protect assets by establishing, monitoring, and enforcing appropriate operating procedures and internal controls to ensure integrity of district accounting and financial processes.
- Ensure adherence to all applicable federal, state and local laws and regulations including board policy.
- Ensure adherence to all applicable federal, state, and local financial reporting requirements and responsibilities including FID, SE4096, SE4094, financial expenditure reports and Medicaid reporting
- Ensure proper and adequate records are maintained so that all district funds are properly safeguarded, all property is accounted for, and accurate financial reports are available to the Superintendent and Board of Education.
- Supervise activity fund accounts which include execution of procedures to ensure proper receipts for monies received, the issuance of checks upon preparation of authorization, preparation of monthly reports of fund balances and annual reconciliation of each fund account.
- Provides leadership and oversight for the annual financial audit of the district.
- Perform analysis and troubleshooting in the budgeting, financial and payroll systems.
- Develop and manage the implementation of all record keeping procedures including the general ledger to ensure legal compliance with the State of Michigan Audit manual, Bulletin 1022 Chart of Accounts and all applicable record retention regulations
- Manage the spending and budget of the capital projects bond and sinking funds
• Manage the accounting of financial transactions of all district funds, including general fund, special revenue funds, capital projects funds, debt service funds, and the internal service fund.
• Collaborate with leaders in the Curriculum Department, Special Education Department, Human Resources Department, and Early Childhood programs to develop and monitor the district’s funding pertaining to State and Federal grants and other external funding programs.
• Assists with labor contract negotiations at the direction of the Superintendent and provides necessary and pertinent financial data to the district negotiating team(s).
• Attends and provides financial reports at regular or special board meetings, board work sessions, and board committee meetings.
• Responsible for the supervision of Business Office personnel.
• Maintain positive public relations with parents, parent groups, school volunteers, and outside agencies.
• Engage in collaborative efforts with District Administration in an active and contributing role in District initiatives
• Regular and reliable attendance is an essential job duty.
• Support the district’s strategic plan
• Other duties as assigned.

The Director reports to the Superintendent and Assistant Superintendent

**Application Process**

External applicants will submit their application through the [Oakland Human Resources Consortium](https://oaklandhumanresourcesconsortium.org) (OHRC). Applications should include a letter of interest/cover letter, resume, transcripts, and references and/or letters of recommendation.

Internal applicants can submit a letter of interest, resume and references to Tricia Murphy-Alderman, Director of Human Resources.

Deadline for application materials: Monday, January 22nd at 3:00 pm