**Vacancy Posting (Administration)**
**Posted on January 11, 2024**

Please submit Letter of application, current resume, three personal/professional references, and credentials to Carrie Yoho, Human Resources Director, [yoho@owosso.k12.m.us](mailto:yoho@owosso.k12.m.us).

All materials will be treated confidentially through the screening process only at the request of the candidate.

<table>
<thead>
<tr>
<th>Vacancy #</th>
<th>Position</th>
<th>Weeks of Work</th>
<th>Location</th>
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<tbody>
<tr>
<td>A-2/2023-24</td>
<td>Chief Financial Officer (CFO)</td>
<td>52 weeks</td>
<td>Central Office</td>
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**Qualifications:**
- Bachelor’s Degree in Business Administration with emphasis in Accounting and/or Finance required, Masters In Business Administration preferred.
- Approval as a Chief Financial Officer School Business Official certification through MDE or comparable coursework, and meets MSBO criteria as a School Business Official. 5 years – 7 years in school business management preferred.
- Demonstrated strong experience and expertise in accounting, budgeting, finance, financial analysis, risk management, and interpretation of legal requirements.
- Knowledge of financial regulations and compliance, specific to public schools.
- Experience with negotiations and human resource regulatory environment, preferred.
- Strong understanding of the unique financial and regulatory requirements in the education sector, including knowledge of school funding sources and grant management.
- Visionary leadership and a proven track record of leadership with abilities in planning, supervision, human relations, communication and staff development.
- Ability to think strategically and make financial decisions that align with the district’s goals.
- Ability to adapt to changes and challenges which can be influenced by changes in government funding, student enrollment and other factors.
- High moral and ethical character; impeccable integrity and trustworthiness.
- Positive attitude and human relations skills.
- Excellent communication skills, demonstrated characteristics of being approachable, personable and accessible to staff and community. Ability to communicate with a wide variety of constituents.
- Criminal background check including fingerprinting required.

Reports to: Superintendent of Schools  
Supervises: Business Office

**Salary and Contract Information: $113,166-$120,548**
Starting salary will be negotiated in accordance with the candidate’s training and experience. Fringe benefits include vacation, sick leave, personal leave, five flex days, short-term and long-term disability insurance, life insurance, full family health insurance, dental and vision insurance, longevity pay and terminal leave pay as set forth in the Administrator Agreement.

The Owosso Public School District is comprised of three elementary buildings operating during the school year, a secondary campus, central office/alternative high school and an early childhood center that is open year-round.

Approximately 3,100 students are enrolled in the preschool through high school facilities of the Owosso Public Schools. The student body represents an economically diverse population with approximately forty percent of the students coming from low-income backgrounds. The district is currently implementing the International Baccalaureate program.

**The Owosso Public School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender 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. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.**

**The following compliance officers have been designated to handle inquiries regarding the nondiscrimination policies and grievance procedures:** Rich Collins, Principal, Owosso Middle School, 765 E. North St., Owosso, MI 48867, (989) 723-3460, [collinsr@owosso.k12.mi.us](mailto:collinsr@owosso.k12.mi.us) or Dr. Catheryn Dwyer, Assistant Principal, Owosso Middle School, 765 E. North St., Owosso, MI 48867 (989) 723-3460, [dwyerc@owosso.k12.mi.us](mailto:dwyerc@owosso.k12.mi.us). The Section 504 Coordinator is Bridgit Spielman, Principal, Central Elementary 600 W. Oliver St., Owosso, MI 48867 (989) 723-2790 [spielman@owosso.k12.mi.us](mailto:spielman@owosso.k12.mi.us).