The West Bloomfield School District is currently accepting applications for the following position:

**DIRECTOR OF FINANCIAL SERVICES**

The Director of Financial Services supervises all accounting staff and performs the most complex accounting duties, including: fund accounting, cash management, and accounting that requires knowledge of specialized rules and regulations; prepares and monitors budgets; provides significant accounting expertise to help departments achieve fiscal goals; and performs other related duties as required.

**EDUCATION AND PROFESSIONAL EXPERIENCE:**

- Bachelor’s degree with a major or minor in business administration, accounting, or related field.
- Experience working in school finance and/or accounting (CPA) preferred, including at least five years of supervisory experience that include budget preparation.
- Knowledgeable and proficient in computer systems for all accounting functions.
- Knowledge of principles and practices of business and public school accounting.

**REQUIRED QUALIFICATIONS:**

- Ability to supervise others in the financial accounting and data processing areas.
- Ability to evaluate, select and train staff.
- Ability to review, analyze, and interpret governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- 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; demonstrated leadership skills.
- Proficient with Word and Excel spreadsheet programs.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Responsible for the overall direction, coordination, and evaluation of the finance department.
- Implements and supervises all financial accounting procedures.
- Directs and maintains the accounting of all funds required to operate the school district.
• Supervises payroll, accounts payable, purchasing, and department functions.
• Prepares technical and statistical fiscal reports.
• Prepares monthly reports to the Board of Education for all cash disbursements.
• Responsible for proper recording of all district revenues and expenditures.
• Establishes and maintains a departmental accounting system and procedures.
• Participates in the preparation, evaluation, justification, and maintenance of budgets for all funds, including budget preparation, budget amendments and budgetary controls.
• Prepares and balances bank statements monthly.
• Prepares records of all tax collections and state aid revenue.
• Maintains all debt principal and interest schedules.
• Prepares, reviews, and monitors all funded projects.
• Prepares quarterly Medicaid reports.
• Prepares financial statements, balance sheets, income and expense reports, and cash flow analyses.
• Compiles data and prepares reports to summarize and forecast district financial activities.
• Maintains and updates the general ledger in compliance with the Michigan 1022 Accounting Manual.
• Responsible for accounting procedures and preparation and submission of reports for all local, intermediate, state, and federal grants.
• Prepares fiscal year-end financial data and coordinates annual audit.
• Assures accurate and timely submission of the Financial Information Database (FID) report.
• Provides training to district staff in accounting procedures and the proper use of the district’s computerized general ledger system.
• Reviews and makes recommendations for the district’s internal control procedures.
• Maintain security related to departmental accounting codes and budget line items.
• Coordinates new software applications as it relates to the finance office.
• Performs all other duties as assigned by the Superintendent.

**SALARY AND BENEFITS:**
The West Bloomfield School District offers excellent benefits: public school employee’s retirement system, social security, term life insurance, board-paid tax-deferred annuity, disability insurance, health, vision, dental insurance, and a competitive salary. Salary range $135,000 to $140,000 and is negotiable, commensurate with experience and qualifications. Start date: as soon as possible.

**POSTING DATES:** December 21, 2023 through January 15, 2024

**APPLY:** Create or update electronic file at:
- Website: [www.wbsd.org](http://www.wbsd.org)
- Click on Departments
- Click on Human Resources
- Click on the link: Job Vacancies

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