



April 26, 2024

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VACANCY ANNOUNCEMENT

Director of Finance Booth Center – Administrative Services Bloomfield Hills Schools

Applications are being accepted for the Director of Finance in Bloomfield Hills Schools.

Position Summary: The Director of Finance is responsible for identifying, developing, and implementing processes necessary to meet the financial goals and objectives of Bloomfield Hills Schools. Responsibilities shall include matters related to the financial areas of the District including: accounting, budgeting, purchasing and financial reporting. In addition, responsibilities may include oversight and guidance of the Food Services, Center Programs, and International Academy Okma Campus funds.

Reports to: Assistant Superintendent of Finance and Operations

QUALIFICATIONS:

- Minimum of a bachelor's degree; accounting degree preferred
- Michigan School Business Officials certification preferred
- Minimum of five (5) years of successful administrative experience and leadership in financial management, preferably in public schools
- Strong knowledge of GAAP and governmental accounting, Michigan Public School Accounting Manual, K-12 governmental accounting, policies and
- Working knowledge of Michigan school finance software applications; Business Plus software preferred
- Strong knowledge of Microsoft Excel
- Knowledge of state and federal reporting requirements as they pertain to Michigan public school districts
- Familiarity with collective bargaining process
- Knowledge of financial management of capital projects, including bond and sinking funds

- Possess a high degree of honesty, integrity, character and the ability to maintain confidentiality
- Possess excellent analytical, reasoning and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational, leadership and interpersonal skills
- Sensitivity and awareness to other people and cultures

RESPONSIBILITIES INCLUDE:

- Supervise finance office staff including Grants and Accounting Supervisor, Accountant and Accounts Payable
- Oversee finance office operations, including accounts receivable, accounts payable, grant activity, general ledger and financial reporting for all district funds
- Create, implement, and communicate finance office procedures and internal controls
- Maintain the district's general ledger in Business Plus
- Responsible for accounting of financial transactions of all district funds
- Assist with budgeting process, including annual budget development and amendment
- Prepare monthly financial reports for the Board of Education
- Cash management oversight
- Responsible for the timely year-end close of financial transactions, including fixed assets
- Coordinates the completion of the annual financial statement audit, including the audit workpapers, ACFR, single audit and SEFA; serves as the district's liaison with the auditors
- Member of the district's negotiation team(s) as requested and preparation of financial analysis of proposals as directed
- Other duties as assigned by the Assistant Superintendent of Finance

INTERPERSONAL, SUPERVISORY, COMMUNICATION, PROBLEM SOLVING and TECHNICAL SKILLS:

- Conducts self in a professional manner and projects a good public image of the District in dealing with the community and employee groups
- Gains a clear understanding of others' technical skills to best leverage their strengths in meaningful ways
- Understands critical issues and makes well-conceived decisions in a timely manner
- Meets deadlines and works well under pressure to acquire necessary information for informed decision-making
- Proficient computer skills to include Excel, Word, PowerPoint, Google platform, MS Office, and various school district systems, including BusinessPlus and MiStar

COMPENSATION:

Bloomfield Hills Schools offers excellent medical, dental and vision insurance. Short-term disability, long-term disability and life insurance are provided by the district. The District makes contributions to the Michigan Public School Employees Retirement system. The current salary range for the Director of Finance is \$107,000-\$128,000. Offer is negotiable and made commensurate with experience and qualifications. The start date is July 1, 2024 or until filled.

METHOD OF APPLICATION: All applicants, who want to be considered for this position, must submit an application at: [Oakland Human Resources Consortium](#)

The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity/expression), disability, religion, genetic information, marital status, pregnancy status, or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under 8007.3-AR, as required by Title IX and its implementing regulations ("Title IX sexual harassment"). All other complaints of discrimination, harassment, or retaliation, other than Title IX sexual harassment, will be investigated and resolved under 8007.1-AR or 8007.2 AR. Inquiries related to discrimination on the basis of disability should be directed to the 504 Coordinator: Director of Special Education, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5415. Direct all other inquiries related to discrimination to: Assistant Superintendent for Human Resources, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248)341-5425.