



Hamtramck Public Schools

Human
Resources
Department

3201 Roosevelt – Hamtramck – MI – 48212 – (313) 892-2017

May 2, 2024

PLEASE POST!

Position Vacancy – 2023/2024 School Year

Finance Manager **Hamtramck Public Schools**

Qualifications and responsibilities for these positions may be found on the attached sheet.

All applicants must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at <https://hamtramckschools.com> or Wayne RESA website at <https://smart.resa.net>

Application Deadline: Until Filled

- AN EQUAL OPPORTUNITY EMPLOYER -

It is the policy of Hamtramck Public Schools that no person shall on the basis of sex, race, color, religion, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment in any of its programs or activities. Inquiries related to nondiscrimination should be related to the Title IX Coordinators; Director of Human Resources, Hamtramck Public Schools 3201 Roosevelt, Hamtramck MI 48212 Phone 313-591-7400 or Director of Student Services, (same address) 313-591-7400. Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, (same address and phone number).

James Larson-Shidler
Interim Superintendent of Schools

/bnk(attachment)

Hamtramck Public Schools

Finance Manager (page 2)

Reports To: Chief Financial Officer

Score of Responsibility: The Finance Manager supervises all Business Office operations 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.

Qualifications:

- Ability to supervise others in the financial accounting and data processing areas.
- Ability to evaluate, select and train staff.
- Knowledge of the State of Michigan 1022 Accounting Manual.
- 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 Google, Word and Excel spreadsheet programs.

Education and Professional Experience:

- Bachelor's degree with an Accounting major, or related field.
- Experience working in school finance, including at least five years of successful professional experience, with previous public school district accounting required.
- Obtained or working towards MSBO Certification for BOM, BOS, or CFO.
- Knowledgeable and proficient in computer system for all accounting functions.
- Knowledge of principles and practices of business and public school accounting.
- Experience with Wayne RESA Smart accounting software required.

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, Accounting, and Accounts Payable, Purchasing.
- Prepare technical and statistical fiscal reports.
- Prepare monthly reports to the Board of Education.
- Responsible for proper recording of all district revenues and expenditures.
- Establishes and maintains 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.
- Oversee monthly bank statement reconciliations.
- Review and monitor of all tax collections and state aid revenue.
- Prepares, reviews, and monitors all funded projects.
- Maintains district fixed asset system.
- Prepare 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.
- Assures accurate and timely submission of the Financial Information Database (FID) report.
- Provides training to district staff on accounting procedures and the proper use of the district's 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.
- Prepare year-end entries and facilitate year-end G/L close.
- Prepare audit schedules and coordinates annual district audit.
- Coordinates desk and on-site program financial audits.
- Perform all other duties as assigned by the Chief Financial Officer.

SALARY:

Salary Range of \$85,000 to \$115,000 based on qualifications and experience.

Comprehensive benefit package

OTHER:

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant.