



Every child. Every opportunity. Every time.

**Job Title: Director of Finance**  
**Department: Business and Finance**  
**Reports to: Chief Financial Officer**  
**Salary Schedule & Grade: Excluded Administrator, Grade 8**  
**Salary Range \$108,506 - \$135,632 (Based on Experience)**  
**Length of Year: 261 Days**

**Scope of Responsibilities:**

Serves as the executive level administrator responsible for accounting, grants, cash management, payroll, employee benefits, and accounts receivable and payable functions. Has broad responsibilities to ensure the accuracy and integrity of these functions. Provides leadership in financial planning and decision making.

**Performance Responsibilities:**

1. Has complete oversight responsibility for the District's accounting, grants, payroll, cash management, employee benefits, and accounts receivable and payable functions.
2. Controls salary expenditures in accordance with budgetary provisions through position control records.
3. Oversees the administration of payroll and employee benefits in accordance with employee contracts and state and federal regulations.
4. Responsible for the annual financial audit, including the audit report, A-133 report, FID, continuing disclosure and qualifying statement.
5. Prepares internal and external financial statements in accordance with generally accepted accounting principles and State of Michigan reporting requirements.
6. Oversees the compliance requirements for all federal, state and local grants.
7. Responsible for the filing of the annual L-4029 Tax Rate Request form with local taxing entities. Reconciles tax receipts to the tax levy and investigates variances.
8. Develops and enforces accounting policies and procedures.
9. Monitors all budget to actual activity and investigates variances.
10. Reviews all bank reconciliations and interfund reconciliations.
11. Responsible for overseeing billing reconciliations and allocations.
12. Assists with the preparation of the preliminary and close estimate budgets.
13. Implements and maintains appropriate systems of internal control.

14. Responsible for forecasting and monitoring cash flow needs.
15. Maintains the district's chart of accounts.
16. Maintains the district's organizational charts.
17. Assists in the preparation of the official statement for issuance of bonds.
18. Assists with contract negotiations.
19. Assists with the implementation of new financial system modules.
20. Works with staff to identify, analyze and solve various accounting problems/questions.
21. Manages multiple tasks in a fast-paced environment.
22. Performs other duties as assigned.

**Minimum Qualifications:**

1. Bachelor's degree in Business Administration with a major in accounting.
2. Designation as a certified public accountant
3. Three years successful professional accounting experience.
4. Ability to work with large data processing systems.
5. Proficient computer skills. Extensive knowledge of Excel software.
6. Prior successful experience supervising professional staff.
7. Demonstration of a thorough understanding of GAAP for school districts and generally accepted auditing standards.
8. Excellent written and oral communication skills.
9. Possess a high degree of honesty, integrity, character and professional ethics.
10. Evidence of a desirable work record (low absenteeism, flexibility and good performance).

**Desirable Qualifications:**

1. Prior accounting experience with a large school district.
2. Michigan School Business Officials CFO certification (or willingness to obtain).