



## Director of Business & Finance

The Gladstone Area Schools in collaboration with the Rapid River Public Schools are seeking qualified applicants for the Director of Business & Finance.

### QUALIFICATIONS

- Bachelor's degree in Business Administration, accounting, or experience in business or accounting in a public sector or school district position desired, with successful experience as a school business manager/administrator preferred; or equivalent combination of education and experience.
- Demonstrated ability to successfully manage business services staff and create a positive, productive work environment.
- Knowledge of laws and regulations governing public school finance.
- Knowledge and experience in budget development and management and development and maintenance of systems of accounting, financial, and inventory controls.
- Demonstrated ability to compile and analyze statistical data and present it so that others understand the information.
- Demonstrated ability to communicate effectively with individuals and groups, both orally and in writing.
- Demonstrated ability to develop policies, procedures, and guidelines.
- Demonstrated ability to maintain strict confidentiality.
- Demonstrated ability to organize set priorities, and meet deadlines.
- Demonstrated ability to establish and maintain positive relationships with staff, students, vendors, community members and others. Demonstrated ability to work effectively with a wide diversity of others.
- Knowledge and understanding of program compliance issues. Demonstrated ability to appropriately interpret and apply laws, rules, regulations, and codes within areas of responsibility.
- Demonstrated ability in effective decision-making and problem solving.



## RESPONSIBILITIES

- Preparation of the budget working with the Superintendent, Supervisors, and Administrators on staffing and program needs. Maintains continuous control of school expenditures as prescribed by the budget. Submits financial statements to the Board reflecting the expended and unexpended balances in major categories of the budget.
- Directs financial accounting and investment of all District funds.
- Administers the District's bond financing and short-term borrowing. Ensures adequate cash flow for District needs. Articulates and interprets the District's financial position to the Board, parents, the community, administration, and staff.
- Supervises and evaluates business services staff.
- Manages accounting and purchasing policies for the District, including purchasing supplies, materials and equipment in a fiscally responsible manner, and related storage and distribution.
- Advertises for and secures bids for purchases or services in accordance with District policy. Directs the preparation and execution of business contracts for the District.
- Oversees district enrollment reporting and associated student recordkeeping.
- Coordinates state mandated yearly fiscal audit of all district funds.
- Maintains records covering the financial history and appraised value of all school properties and ensures the safekeeping and proper filing of all business records and documents.
- Directs, reviews, analyzes, and interprets a wide variety of financial and management information. Makes recommendations and provides advice and strategies for use in matters of fiscal and business impact, such as budget, revenue forecasting, demographic and enrollment projections, collective bargaining, school construction, levy and bond issues and other matters.
- Maintains current knowledge of laws, regulations, and District policies governing school business and finance, and ensures compliance. Maintains current knowledge of and analyzes technology, legislative developments, and economic events and trends. Develops and recommends new procedures and learns or equips staff with necessary new skills.
- Represents the District and attends a variety of meetings.
- Completes designated tasks as requested by the Superintendent.
- Performs related duties of a similar scope and nature as required.



#### EMPLOYMENT DATE, SALARY & FRINGE BENEFITS

- This is a 52-week/year position. We expect the successful candidate to be in place in mid-January, 2019. Salary to be determined, commensurate with experience. Benefits include health, dental, vision, life, and disability insurance; participation in Michigan Public School Employee Retirement System; sick, vacation, and personal business days.

#### TO APPLY

- For consideration, submit letter of interest, resume, credentials and supporting documents, by **Monday November 26, 2018**, to:  
Dr. Jay Kulbertis  
Office of the Superintendent  
400 S. 10<sup>th</sup> Street  
Gladstone, MI 49837