



Genesee Intermediate  
School District

Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

### **Job Title:**

Director of Shared Business Services

### **Job Summary:**

The Director of Shared Business Services is responsible for the coordination, management, and supervision of shared business services. Responsible for the management and supervision of payroll, finance and business services in the assigned local school district(s) and non-profit(s).

### **Essential Duties (May include, but not limited to):**

1. Responsible for the coordination and management of shared business services.
2. Calculates annual pricing for all shared business services contracts and reviews the contract amounts with the local district superintendents.
3. Coordinates the development and submission of the annual shared-time contract renewals and develops new contracts when services expand to additional local districts/non-profits.
4. Leads monthly shared business services team meetings.
5. Establishes standard practices with the shared business services team and documents requirements.
6. Reviews budget work of shared-time directors for reasonableness and accuracy and maintains documents and logs.
7. Responsible for the day-to-day coordination, management and supervision of payroll, finance, and business service functions in the assigned local school district(s).
8. Supervises, manages, and evaluates local district and GISD employees in the assigned district(s).
9. Manages the payroll and finance activities of the local school district(s)/non-profit(s) as assigned to ensure compliance with the guidelines of the Michigan Department of Education, the Michigan Public School Employees Retirement System (MPERS), and local school district board policies and operating procedures.
10. Works with assigned local school district superintendent(s)/non-profit(s) chief executive officer(s), to prepare financial reports and ensures that bills payable are accurate and submitted in accordance with established timelines.

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**Essential Duties continued:**

11. Prepares financial reports and presents to the local board(s) of education and attends local school district board of education meetings if requested by the local school district superintendent(s) in accordance with the contract services agreement as assigned.
12. Prepares audit work papers and works with auditors to ensure the district(s) audit is complete and presented to the local board of education as assigned in accordance with board policy and Michigan Department of Education guidelines. Provides same services to assigned non-profit(s) in accordance with applicable policies.
13. Responsible for the accurate completion and submission of all local, state, and federal financial reports, including all grant funds received by the local school district(s) assigned.
14. Ensures the assigned local school district(s) grant funds are spent in accordance with grant guidelines and requirements.
15. Prepares cash flow analysis for assigned local district(s) and assists with state aid borrowing.
16. Assists local district superintendent(s) with bond issuance and refinancing requirements in assigned district(s).
17. Establishes business office procedures and processes for maintaining accurate records on cash flow analysis, investments, bank transfers, etc. for shared business services and non-profits.
18. Evaluates and implements accounting practices in compliance with standard accounting procedures, the Michigan Department of Education requirements, and the Government Accounting Standard Board (GASB) for assigned district(s).
19. Coordinates staff training on business application software and procedures for shared business services team members.
20. Identifies and mentors shared business services team members.
21. Serves as an active member of the Genesee Area School Business Officials.
22. Represents the local school district(s) at local and state professional business organizations.
23. Coordinates technical assistance and training for the local school districts' business department personnel and the GISD Technology Services Department.
24. Works with business department staff to ensure compliance for electronic reporting to the Michigan Department of Education, the Center for Educational Performance and Information (CEPI), and the Financial Information Database (FID).
25. Prepares required financial reports for Medicaid claims in assigned local district(s).
26. Works with local school district staff to ensure accurate reporting and use of state and federal flowthrough dollars in assigned district(s).
27. Completes and submits maintenance of effort and excess cost reports for assigned local district(s).
28. Prepares financial FOIA requests on behalf of the assigned local district(s).

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## **Director of Shared Business Services**

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### **Essential Duties continued:**

29. Responsible for budget development and ongoing budget amendments based on actual revenue received and expenses incurred to ensure an accurate end of the school year forecast in assigned local district/non-profit.
30. Prepares statistical data for the budget development, salary/insurance cost projections, and contract negotiations calculations in assigned local district(s)/non-profit(s).
31. Consistently models Win-Win leadership.

### **Other Duties:**

1. Serves in special administrative assignments as designated by the superintendent.
2. May serve on technical support committees to upgrade hardware and support for business service applications.
3. Performs other related duties as assigned.

### **Qualifications:**

#### **Education:**

Bachelor's degree required in finance, accounting or business management; Master's degree preferred. Approval as a certified public accountant preferred. Required to be eligible for Chief School Business Official certification and to maintain the Michigan Department of Education continuing education requirement.

#### **Experience:**

Minimum five years successful experience in a school finance director role in a K-12 school district or intermediate school district. Office management and computer technology experience required. Prefer experience with SchoolsOPEN software. Demonstrated ability to supervise and evaluate the work of others, prepare complex financial reports, work with auditors, solve complex problems and work in a variety of school business office situations required.

#### **Skills/Other:**

Experience in supervision and evaluation of staff. Ability to manage multiple projects and tasks at the same time. Excellent verbal, written, electronic and interpersonal communication skills. Ability to supervise and evaluate personnel. Possess organizational and management skills and be capable of working with and motivating others. Attend board and committee meetings as required. Ability to review, understand and interpret school law, audit reports and Michigan Department of Education reporting requirements. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Demonstrated ability to make presentations to groups. Punctuality and good attendance are requirements for the position. Ability to work a flexible workday, work week, and work year. Represent the district in a professional manner at all times. Work successfully as a member of the team. Demonstrate honesty, integrity, and professionalism at all times. Excellent customer service skills and the ability to maintain a calm, poised, and professional image at all times. Ability to exercise good judgment and make decisions in accordance with established district policies and procedures.

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## **Payroll Specialist**

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### **Special Job Considerations:**

Certification: Required

Type of Certification: Administrative – Eligible for Chief School Business Official certification and maintain MDE continuing education requirement.

Bargaining Unit: None

Salary Schedule: Administrative Salary Schedule

Immediate Supervisor: Assistant Superintendent for Business Services

Supervision: Local district and GISD employees as assigned

Date: April 27, 2017, January 5, 2024, September 11, 2025

Approved:

TLH: sc

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